



AGREEMENT

BETWEEN

**LEYDEN COMMUNITY HIGH SCHOOL
DISTRICT 212**

AND

AMERICAN FEDERATION OF TEACHERS

AND ITS AFFILIATE

**THE LEYDEN COUNCIL
OF THE
WEST SUBURBAN TEACHERS' UNION
LOCAL 571**

JULY 1, 2018 THROUGH JUNE 30, 2022

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AGREEMENT

This Agreement, made and entered into this 13th day of November 2018, by and between the BOARD OF EDUCATION OF DISTRICT 212 (hereinafter called the “Board”) and the AMERICAN FEDERATION OF TEACHERS AND its affiliate the LEYDEN COUNCIL OF THE WEST SUBURBAN TEACHERS’ UNION, LOCAL 571, (hereinafter called the “Union”). This Agreement shall also be binding upon the parties’ respective successors.

WITNESSETH: SCOPE

WHEREAS, the Union represents professional teachers and has as its primary interest, the welfare of the students, quality education, and professional status;

WHEREAS, the Board pursuant to the authority and responsibilities vested in it by the state of Illinois, must retain the right effectively to conduct a responsible and efficient school system for School District 212, which at all times recognizes as paramount the interests of the students therein;

WHEREAS, it is the intention of this Agreement to provide an effective and continuing means of communication between the teachers and the Board through the Administration, as well as to provide for the salary structure, fringe benefits, and employment conditions of the teachers; and

WHEREAS, it is hoped that through this Agreement and the above-mentioned communications that significant contributions may be made in the area of student welfare and overall educational excellence;

NOW, THEREFORE, the parties agree with each other as follows:

ARTICLE I – REPRESENTATION AND RECOGNITION

The Board recognizes the Union, which was certified by an election held on March 17, 1967, as the exclusive bargaining agent for full-time ISBE-licensed personnel employed by the Board of Education, but excluding administrative or supervisory personnel. Part-time ISBE-licensed personnel shall receive all protections and benefits of the Agreement except as modified by Appendix A attached hereto. Personnel covered by this Agreement shall be hereinafter referred to as “teacher” or “teachers.” Teachers include Department Chairs and other bargaining unit members with non-teaching responsibilities. The Board recognizes authorized representatives of the Union consisting of the President and Vice President of each High School, or alternates appointed by the President.

ARTICLE II – UNION SECURITY

Section 1. Union Membership

It shall not be a condition of employment for any teacher to join or maintain membership in the Union; neither shall Union officers or members intimidate or coerce teachers into joining the Union or any other teachers' organization. However, there shall be no discrimination, interference, restraint or coercion by the Board or Administration against any employee because of his/her membership in the Union.

Section 2. Dues Check-off

The Board agrees that it shall, upon written request of the teacher, withhold from the compensation of that teacher any dues payable by such teacher to the Union and, if also authorized, a contribution to the IFT/571 Committee on Political Education (COPE). The Board shall transmit such withholdings separately to the official designated, in writing, by the Union on a monthly basis. Dues shall be withheld on a monthly basis for ten (10) months in an amount which is equal to the pro-rata share of the annual dues payable to the Union. COPE deductions shall be withheld and transmitted once per school year in coordination with the Educational Support Personnel contributions. Authorized dues deductions shall be irrevocable except in accordance with the terms under which an employee voluntarily authorized said deductions. Dues revocations are initiated by the Union. In the event that an employee revokes his/her dues, in accordance with the terms in which he/she authorized the dues deductions, the Union will notify the Board after the close of the revocation window. Nothing herein shall prevent an employee from revoking the employee's written request to have dues and/or COPE fund deductions withheld from compensation. The Union agrees to refund to the employee any dues or COPE fund deductions which may have erroneously been deducted or remitted to the Union and the employee and the Union shall have no claim against the Board.

Section 3. Indemnification

The Union agrees to indemnify and hold the Board harmless against any and all claims, suits, orders, or judgments brought or issued against the Board as a result of any action taken or not taken by the Board pursuant to any written communication from the Union under the provisions of Article II, Section 2.

ARTICLE III – BOARD RIGHTS

It is recognized that, except as stated herein, the Board shall retain whatever rights and authority are necessary for it to carry out effectively functions under the laws of the state of Illinois, which shall include, but not be limited to, all rights exercised by the Board prior to inception of this Agreement. The Board now has in existence and may revise from time to time a manual of policy for its teachers. Nothing in this Agreement shall deprive the Board of its responsibilities delegated to it by the laws of the state of Illinois. The Board shall not discharge its responsibility to any individual or group of individuals and, therefore, its decision shall become final upon any subject under its jurisdiction.

Among the rights retained in this Agreement is the Board's right to manage the working forces covered herein; the right to hire, assign, transfer, discharge for proper cause, promote, demote, or lay off; the right to determine the educational policies of the School District; and the right to determine the methods, means, and number of personnel needed to carry out the educational policies entrusted to the Board by law.

ARTICLE IV – WORKING SCHEDULE

Section 1. School Calendar

The school calendar is configured as follows:

176	Student Contact Days
4	Institute Days
	Four (4) full work days
5	Emergency Days (to be deducted by Board after any threat of school closing has passed)
185	

Section 2. Compensation For Extra Days

A teacher's salary will be increased by 1/180 for each additional day beyond those specified in Article IV Section 1.

Section 3. School Day

The Board and Union agree that all teachers of Leyden High School District 212 will work on an agreed bell schedule. Teachers are expected to be on duty each school day for a period of eight (8) hours, including at least a 30-minute lunch period, with the exception of Fridays, the day before a holiday, and whenever students are dismissed because of inclement weather or emergency, when it will be permissible to leave 10 minutes after student dismissal from ACCESS period, unless the ACCESS period is canceled by the administration. For the purposes of absences and length of teacher work day, Fridays are considered an eight (8) hour work day. Those choosing to work Guided Study will remain until the regularly scheduled release for Guided Study.

In addition, during final exams teachers shall be present from ten (10) minutes prior to the first scheduled final exam period each day to ten (10) minutes following the last scheduled final/make-up period with the exception of the final exam day paired with End of Year Presentation/Retiree Speeches Program. Teachers will remain until 3:25 p.m. or the conclusion of the End of Year Program.

For the 2020-2021 and 2021-2022 school years, teachers are expected to be on duty each day from 7:25 a.m. until 3:10 p.m. (leaving fifteen minutes before the end of the regular work day). If a teacher is absent for a full day, 8 hours will be deducted for sick/emergency time. If a teacher is absent for a partial day which includes the end of the day, the fifteen minutes must be included in the deduction for sick/emergency time.

Teaching duties during the school day include the following:

1) Formal Teaching Assignments

Five classes are considered the normal teaching load. In case a teacher has an additional assignment, extra pay will be earned according to Article IV, Section 3.5. However, a study hall may be assigned to replace one of the five classes. One assignment other than study hall may replace a regular class. The assignment will rotate on a yearly basis unless there is the consent of the instructor. In the Spring, within two weeks after schedules have been finalized, the Superintendent and Union President will review any serious concern about

these non-teaching assignments. Notwithstanding, changes may be required during the year. If reasonably possible, all teachers will be given written notice of their course assignments for the forthcoming year before the end of the school term. In the event that changes in such assignments are made, a reasonable effort to notify the affected teacher(s) and the Union President will be made via phone. If phone contact is not made, notification shall be sent to the teacher and Union President's school email address and/or via U.S. mail, as soon as possible before the start of the new school term. If a course is assigned to a teacher fewer than 3 weeks from the beginning of the course and the teacher has not taught the course within the last two years, the teacher will be compensated 10 hours at the summer curriculum rate to prepare for the course.

2) Preparation Time

Teachers must have preparation time of no less than 5 class periods per week - such time to be in blocks of no less than one full academic period per day. In exceptional cases, where this is not possible, the teacher shall be paid the substitution rate. However, no exception to the block of preparation time can be made for non-tenured teachers, unless approved by the department chairperson. Department chairs may not require teachers to attend meetings that would cause them to lose this block of preparation time on days where a teacher's second block of preparation time is being used for schoolwide service or an IEP meeting.

3) Duty-Free Lunch Time

Teachers will be provided with at least 30 minutes consecutive duty-free lunch time, all of which shall be within the normal time of the building cafeteria. The 30 minutes shall include either the beginning or ending passing period, but not both.

4) Professional Duties

Teachers, as part of the school's task force, will be assigned by the Principal to work with students in the following ways: All teachers, except faculty in Student Services, Student Supports, Traveling Teachers, ACCESS and Guided Study Coordinators, Director of Careers and Community Outreach, and Department Chairs shall be available for assignment of up to 50 minutes per week to be assigned during periods 1 through 10 or, on a voluntary basis, for 50 minutes promptly after the last academic period of the day. Assignments may include academic assistance for individual and/or small groups of students, reading and/or timing tests, and supervision. Academic assistance and/or supervision may occur in the Math Center, Writing Center, Media Center, Study Hall/Testing Center, or Online Credit Recovery classroom. These areas will have personnel who are in charge, and the teachers reporting for their 50 minute assignment will not manage these areas.

In the interest of maintaining an orderly atmosphere in the school, teachers will make every effort to assist security staff to supervise the students in the building during passing periods.

a) Board-Administration Support

It is agreed that the Board of Education has a moral obligation to support the faculty in suits if they are the target of assault, assault and battery and/or aggravated assault arising from the above listed supervision.

b) Parental Contact

The Board recognizes that the first responsibility for students' success lies with them and their parents or guardians. To facilitate communication, teachers will keep parents informed of their student's progress via progress reports, report cards, parent conferences and by posted grades via an electronic student management system with grades updated no later than each progress report. As part of the parent communication process, teachers will contact parents of failing students via telephone calls or email once a preferred method of communication with the parent has been established regarding students' academic progress. Teachers will contact parents of students with a failing grade no later than five school days after the second progress report each semester. The responsibility for parental contact regarding all day absences lies with the Dean's Office.

5) Overload Teaching Assignment

A complete semester overload teaching assignment, within the normal 8-hour day, shall be compensated on a prorated basis of 16% the teacher's regular salary. A teacher shall have the right to refuse such overload assignments regardless of whether extra compensation is given or not.

6) Assigned In Both Buildings

Any teacher assigned teaching duties in both buildings will not be given a schoolwide service supervisory assignment, and will be released from Period 0/11 responsibilities one (1) day per week. And the teacher will be released from any mandatory substitution starting in the 2020-2021 school year.

7) Online Classes

- a. SIASC will consider, for recommendation to the Superintendent and Board, the process to deliver any instruction to students other than via a teacher teaching in a classroom during an assigned academic period.
- b. The Professional Issues Committee will review contractual implications and necessary contractual changes resulting from the recommendations of the SIASC committee. Recommendations of the SIASC committee which require negotiations under the Illinois Educational Labor Relations Act shall not be implemented until negotiations have been successfully concluded or terminated as permitted by law and then only after final approval by the Board. Actions taken under this Section 3 are not subject to Articles XIV and XV of this Agreement.
- c. Online instruction may be used to offer independent study contracts for courses that are offered during the school day, however this is at the teacher's discretion and at no time should it exceed five (5) students per teacher in a semester nor should it exceed ten (10) students per course per semester per building.

Section 4. Inservice

The time spent on various inservice projects and/or faculty meetings shall not exceed the limits set as the regular school day in Section 3 of this Article; however, group meeting time may be extended thirty (30) minutes beyond the end of ACCESS period for specific reasons, if necessary, to accommodate the Administration. Inservice meetings shall occur weekly.

Department chairs may schedule individual curriculum time with the approval of the Director of Curriculum and Instruction. Teachers who are required to travel to the other building to begin the school day shall be excused no later than 30 minutes before the scheduled beginning of classes.

Section 5. Parent-Teacher Conferences

Conference sessions may be scheduled once each semester by the administration. If scheduled, evening conferences shall be no more than two and one-half hours in length, and start between the hours of 5:00-6:00 pm following a full school day. Teachers will be released at 2:30 pm on the last day of that week. Full-day conferences shall be no more than eight hours in length and begin between the hours of 12:00-1:00 pm. Full day conferences will replace a student contact day. Teachers shall remain available during conferences in an assigned area, and shall arrange appointments for the conference session. Additional conferences will be scheduled upon the request of a parent or the teacher.

Section 6. Open House

All teachers shall be present at the Open House scheduled by the Administration, on a Tuesday evening, not to exceed two and one-half hours and must conclude by 9:00 p.m. Traveling teachers will attend the campus at which the majority of their assignments exist.

Section 7. Late Arrival After Parent-Teacher Conferences and Open House

On days following Parent-Teacher Conferences and Open House, teachers will be on individual time until 5 minutes prior to the first assignment (class, supervision or prep). The remainder of the school day will be operated on the inservice schedule.

Section 8. Penalty for Missing Open House and Parent-Teacher Conferences

All teachers are expected to attend Parent-Teacher Conferences, Fall Open House, and Institute Days.

Excused absences will be charged to the faculty member's sick or emergency leave as follows:

<i>Institute Day</i>	8 hours or portion thereof based on an 8 hour day
<i>Parent Teacher Conference (Full Day)</i>	8 hours or portion thereof
<i>Parent Teacher Conference (Evening)</i>	4 hours or portion thereof
<i>Open House</i>	4 hours or portion thereof

Unexcused absences will be docked from the faculty member's pay as follows:

<i>Institute Day</i>	1 day's salary
<i>Parent Teacher Conference</i>	4-8 hours - 1 day's salary 1-4 hours - ½ day's salary
<i>Open House</i>	½ day's salary

Section 9. Period 0 / Period 11

For the 2018-2019 and 2019-2020 school years*, all teachers will have the option of using Period 0 instead of Period 11 to meet with students up to two days per week subject to the following:

- 1) Teachers who choose to participate in the program shall request up to two days from Monday through Thursday to meet with students during Period 0. All staff must be present until 3:25 p.m. on the other days with the exception of Fridays as outlined in Article IV, Section 3.
- 2) Staff members must use their Period 1 classroom for the program or other room as assigned by the department chairperson.
- 3) On days that teachers select Period 0 tutorials from 7:00 a.m. to 7:25 a.m., they may leave school at 3:00 p.m. During Period 0, teachers are expected to engage in such activities as working with students, grading papers, checking email and voicemail, calling parents, meeting with colleagues, and having students serve detentions with them.
- 4) In the event that the administration or department chair finds it necessary to hold a meeting during Period 11, all teachers are expected to attend, even if the meeting takes place on a day the employee utilized the Period 0 option.
- 5) Teachers must submit their requests for participation in this program by completing a form entitled "Request for Period 0/Period 11 Student Tutorial Option." Teachers must return the form to their department chairpersons by the beginning of the second week of the school year.
- 6) Department chairpersons will create separate lists for each day (by building) reflecting their staff members' choices. Department chairpersons shall meet with the Principal before the end of the second week of school to review the list of choices to ensure that an adequate number of teachers are available to meet the needs of the building. Final approval rests with the building principals. No teacher may begin using the Period 0 option until the third week of the school year.

*Effective for the 2020-2021 school year, the period 0/11 option will cease and all references in the contract regarding period 0/11 will no longer be applicable.

Section 10. ACCESS, Guided Study, and other Student Instructional Assistance Schedules and Procedures Applicable for the 2018-2019 and 2019-2020 school years only.

The Board may establish, maintain, modify and expand a student instructional assistance program subject to the following conditions:

The program will consist of ACCESS and Guided Study with the following components:

- 1) The ACCESS and Guided Study Programs will:
 - a. begin with freshmen assigned to an ACCESS Adviser five days per week, with mentoring activities occurring three days per week and the structured study time

expected of all teachers occurring two days per week. The mentoring activities will be based on the curriculum developed by and provided through the ACCESS Coordinators;

- b. have a goal to supervise no more than 20 ACCESS and 25 Guided Study students. Should numbers increase beyond these set target goals, SIASC will discuss and resolve the number of students assigned;
- 2) ACCESS and Guided Study Advisers will:
- a. be paid a stipend according to Appendix D-Extracurricular Pay Percentages;
 - b. be assigned to the mentoring program for their schoolwide service;
 - c. be selected by the Principal, taking into consideration the recommendations of a team composed of the ACCESS and Guided Study Coordinators, two teachers designated by the Union, and the Assistant Principals;
 - d. attend no more than two days of training during the summer and periodic update and review meetings during the school term;
 - e. assist assigned freshmen/upperclassmen during the ACCESS Period for ACCESS or during the ACCESS and Period 11 for Guided Study
- 3) ACCESS Coordinators will:
- a. be limited to one per building;
 - b. be compensated according to Appendix D - Extracurricular Pay Percentages;
 - c. be available during the ACCESS Period and at other mutually convenient times to assist ACCESS Advisers;
 - d. be selected by the principal of the building to which the Coordinator is assigned;
 - e. have responsibilities which include:
 - i. recruitment and training of ACCESS Advisers;
 - ii. recruitment and training of higher grade level students to assist with the mentoring of freshman
 - iii. assess the mentoring program and make recommendations to the Principal for needed improvements;
 - iv. develop data to track student achievement;
 - v. work with the Principal and ACCESS advisers to develop the curriculum for the program;
 - vi. be provided clerical support
- 4) Guided Study Coordinators will:
- a. be limited to two per building;
 - b. be compensated according to Appendix D - Extracurricular Pay Percentages;
 - c. be selected by the Principal of the building to which the Coordinators are assigned;
 - d. have responsibilities which include:
 - i. train advisers in procedures
 - ii. balance sections
 - iii. create attendance sheets and coordinate student cuts, tardies, and discipline issues
 - iv. coordinate college tutors, including visitations, training, fingerprinting, attendance, behavior, and evaluations

- 5) ACCESS Period and Period 11.
 - a. An ACCESS period for purpose of conducting the ACCESS program will be the next-to-last period of the school day and 25 minutes in length. During the ACCESS period, ACCESS Advisers will perform their mentoring responsibilities or, to the extent that they have fulfilled these responsibilities, be available in an assigned classroom to assist their own students on silent study days. Other teachers will be available in an assigned classroom to assist their own students in structured study activities.
 - b. The last period of the school day will be Period 11 which will be 25 minutes in length. During Period 11, teachers are expected to engage in such activities as working with students, grading papers, checking email and voicemail, calling parents, holding club meetings, traveling between campuses, conducting building level school-sponsored student activities, meeting with colleagues, and having students serve detentions with them. However, teachers may leave at any time after the beginning of Period 11 if participating in the Period Zero Option and having otherwise fulfilled their professional responsibilities for the day. Interscholastic athletic and other district-wide extracurricular school-sponsored student activities will not start until after Period 11.
- 6) Additional phases of the student instructional assistance program shall be developed through:
 - a. The Student Instructional Assistance Steering Committee (SIASC), which will:
 - i. be composed of three teachers and three administrators, with a co-chair selected by the Union President and the other co-chair selected by the Superintendent;
 - ii. consider, for recommendation to the Superintendent and the Board, improvement and expansion of the student instructional assistance program. Topics to be addressed will include, but not be limited to, teacher responsibilities in regards to: incentives, weekly inservice, review and modification of the ACCESS, Guided Study, and freshmen intervention programs. Additional topics may be considered as appropriate to improving student academic achievement. SIASC will meet at least once quarterly and may appoint and set the responsibilities for other committees to assist SIASC; and
 - iii. implement standards for evaluation and assessment of the student instructional assistance program, including reporting the results of such evaluations and assessments to the Board and presenting recommendations to the Board for adding, modifying and/or deleting programs.
 - b. The Professional Issues Committee will review contractual implications and necessary contractual changes resulting from the recommendations of SIASC. Recommendations of the SIASC which require negotiations under the Illinois Educational Labor Relations Act shall not be implemented until negotiations have been successfully concluded or terminated as permitted by law and then only after final approval by the Board. Actions taken under this Section 11 are not subject to Articles XIV and XV of this Agreement.

- 7) Beginning in the 2020-2021 school year, all faculty will be required to participate in an ACCESS period, an expanded student instructional assistance program, and the current practice of voluntary participation in ACCESS and Guided Study will cease. This program is currently in development by committees composed of faculty members and administrators.

Committees designated to further develop the ACCESS period and its programming will be subject to the following conditions and guidelines:

- All faculty members will receive a stipend of \$2,500 annually as compensation for their role in the ACCESS program outlined below, subject to the exception set forth in Article 10, Section 16.
- At minimum, two (2) advisory program leaders per building will receive an additional stipend of \$2,500 (for a total of \$5,000) and a one period release. The program leaders will not be given an ACCESS assignment.
- Clerical support will be available in each building to support the work of the program leaders during the ACCESS period.
- The ACCESS period will meet on Mondays, Tuesdays, Thursdays, and Fridays for no longer than 35 minutes. ACCESS will not meet on Wednesdays in order to allow for Inservice time while maximizing the length of class periods.
- Generally, direct advisory and intervention responsibilities will occur two days per week.
- Students will be equitably distributed between advisory groups unless exceptions are made by the work of the committees. A parity number of 23 will be applied to the advisory periods.
- Faculty members may apply for consideration for being an interventionist, rather than an advisor. The size of intervention groups will vary based on the needs and priorities of the particular intervention. A parity number of 15 will be applied to any interventions expected to conduct weekly progress monitoring. Those serving as interventionists will be selected the prior year and will re-apply on an annual basis to serve as an interventionist.
- If there are not enough faculty members interested in serving as interventionists, the union and administration will work collaboratively to identify the appropriate faculty members to serve as interventionists. No faculty member will be required to serve as an interventionist in consecutive years.
- ACCESS curricula will be packaged for immediate delivery, by either an existing staff member or substitute/guest teacher. Curricula will be delivered, at minimum, within two weeks preceding instruction. Faculty serving as advisors will not be required to make copies, curate content, or maintain an electronic gradebook.
- Teachers may be asked to attend meetings/sessions regarding ACCESS or Intervention on Institute Days or once monthly during contractual time. Regular operation of Advisory/Intervention will not require meetings outside of contractual time.
- Upperclass students will continue to have the opportunity to provide mentorship and build leadership skills within the freshman ACCESS periods.
- During student/teacher time, faculty members will report to their posted locations and be available to assist students from their classes that need

assistance. All faculty members will remain in their designated areas during this time to be available for students. Allowances will be considered by the committees regarding club sponsorship and in-season coaching responsibilities.

- Monitoring attendance and supervision of students will be subject to program design, committee work, and student safety.
- On non-intervention days, interventionists may be required to monitor student progress, further develop interventions, and make adjustments.
- The committees will investigate options, including an electronic system, for managing student attendance during the ACCESS periods and make recommendations.
- All committees considering the development of ACCESS will include the Union President or his/her designee.
- For any faculty involved in this program not defined as an Advisor or Interventionist, a scope and sequence of curriculum to be delivered approximately 50% of available Advisory/Intervention periods over the course of the year will be created by the committees.

Any concerns regarding the ACCESS period during the life of this Agreement will be resolved by the Professional Issues Committee (PIC).

Section 11. Special Education Advisory Committee

The Special Education Advisory Committee will be composed of the Director of Special Education, two (2) Principals or designees, the Union President or designee, and two (2) special education teachers chosen by the Union President (one from each campus). The Special Education Advisory Committee will meet yearly, in March, to discuss district practices related to caseload, IEP practices, and other items related to the delivery of Special Education Services.

ARTICLE V – CONDITIONS OF EMPLOYMENT

Section 1. Furnishing Teaching Aids

The Board will continue its present practice of furnishing such teaching tools or devices and other equipment as is presently being furnished and it shall be the prerogative of the Board to approve what is necessary to continue a satisfactory teaching situation, as determined and recommended to the Board by the faculty and Administration.

Section 2. Meetings with Administration

The Board of Education in recognition of the faculty as professional educators and as an integral part of the school system will continue to seek ways of involving them in decision making. The advice and opinion of the faculty will be sought as significant change is contemplated. At the request of either party, the Superintendent (and whatever other persons the Superintendent deems necessary) shall meet at least once a month with three (3) representatives of the Union, to discuss matters relating to the implementation of this Agreement. The Principal or his/her designated representative of each school shall meet with the building representative at the request of either the Principal or the building representative, but not more often than twice monthly. Policies, procedures and educational welfare of the students may be subjects for discussion at such meetings. Such meetings are to be held at a time convenient to both parties. This section does not prohibit administrator-called meetings with any or all teachers, Union or nonunion, at any time or for any purpose appropriate to the operation and the good of the school. Except for emergencies, such meetings shall occur during the normal workday for teachers, as defined elsewhere in this Agreement.

Section 3. Reporting to Work

Teachers shall report directly to their initial work location or working area on their own time at their own expense.

Section 4. Classroom Interruptions

Classroom interruptions are to be permitted only in the case of an emergency or when no other reasonable alternative is possible.

Section 5. Intercommunication System and Surveillance Equipment

The intercom system and security surveillance equipment shall not be used to collect information for the evaluation of teachers without prior notification to, and consultation with, the teacher and the Union. Information obtained from the system or the equipment may be used to support the discipline of a teacher for misconduct. However, teachers and the Union will be provided, upon request, a copy of any information gathered from the equipment or systems that is used for evaluative or disciplinary purposes.

Section 6. Teachers' Work Space

The Board will, when available and as soon as practical and without interference to the instructional process, set aside space in both the East and West campuses for teachers' work space.

Section 7. Part-Time Benefits

Any full-time tenured teacher who is required by the Administration to teach part-time shall receive all benefits on a prorated basis.

Section 8. Contractual Integrity

Should any conflicting wording exist between the Union Contract and Board Policy, the Union Contract wording shall prevail.

Section 9. Reduction in Force

At the request of the Union President to the Superintendent, the Union and the Administration shall meet at least once each year to discuss the prospects for a reduction in force of teachers. The reduction in force and recall of teachers by the Board shall be governed by the provisions of Illinois Law, including Section 24-12(b), as amended from time to time, by the applicable agreements of the District's Joint Committee on Layoff and Recall and, to the extent consistent with such laws and agreements, by the following:

- 1) Teachers will be classified and released by department (combining East and West as one department).
- 2) The term seniority as used for reduction in force and recall purposes shall refer to the length of continuous service as a teacher in the Leyden Community High Schools.
- 3) All leaves covered in the contract and/or board policy shall not constitute an interruption of service. Teachers on an approved maternity leave or leave of absence shall not receive any seniority credit for time spent on said leave, except for time covered by the Family Medical Leave Act.
- 4) Tenured teachers on a part-time teaching contract shall be considered (for the purposes of this clause) the same as full-time teachers. Part-time non-tenured teachers shall be dismissed first on a departmental basis, unless otherwise provided by law.
- 5) Teachers shall have seniority in their departments (Districtwide) as determined by the date on which they signed their original contract with the District. Teachers who started at the semester shall receive ½ year seniority credit for that year.
- 6) No later than May 10, all teachers will be classified by the Administration for purposes of reduction in force and recall and, in consultation with the teacher, for the purposes of seniority credit. Teachers will be classified in all departments in which they meet one of the following criteria: (1) the teacher is currently assigned to teach in that department, (2) the teacher has taught in that department during two of the last ten years, or (3) the teacher is licensed and endorsed in the teaching area of that department under the applicable laws of the state of Illinois.
- 7) Department chairpersons shall receive ½ year seniority credit for each year served in that position. All additional credit received through 2008-2009 shall not be diminished.
- 8) If an entire department is eliminated, the teachers shall transfer their seniority credit to another department in which they are qualified to teach under the conditions of Item 6.
- 9) During the first quarter a seniority list of all departments shall be posted to the district website. A copy of the entire seniority list shall be sent to the Union President.

- 10) Any teacher dismissed under the provisions of this clause shall be placed at the top of the list for substitution, according to their seniority, and rotated through substitute assignments during the period of recall.

Section 10. Evaluation

The Board, in consultation with the Union, will develop a “Teacher Evaluation System” in accordance with the applicable provisions of the Illinois School Code, the rules of the Illinois State Board of Education and agreements, if any, reached by the Joint Committee provided for in Section 24A-4(b) of the School Code.

The Evaluation Committee will reconvene on a periodic basis, annually or more frequently if necessary, to review feedback from teachers and administrators. Any revision to the “Teacher Evaluation System” will be negotiated through the Professional Issues Committee; provided, however, the Board retains the authority and duty to establish the “Teacher Evaluation System” subject to the School Code, the rules of the Illinois State Board of Education, agreements reached by the Joint Committee and agreements reached by the Professional Issues Committee.

The Staff Evaluation Plan shall be the basis for teacher evaluation.

1) Regular Evaluation

The procedure for implementing the regular evaluation is as follows:

- A. All tenured teachers will receive each year a brief orientation on the evaluation system and criteria. This orientation may be through staff meetings and/or special bulletins.
- B. The formal classroom visits by a supervisor or administrator shall be announced at least three days in advance.
- C. No tenured teacher shall be formally evaluated more than twice a month or more than ten (10) times a year, unless agreed to by the teacher.
- D. Within one week after a formal observation, a follow-up conference will be scheduled (date selected) by the evaluator to discuss the classroom observation.
- E. Within six school weeks after the conference, the evaluator will submit a formal evaluation report. If this deadline is not met or mutually extended, the teacher may request in writing to have the evaluation repeated.
- F. All written reports on classroom visitations and any teacher follow-up reports will be included in the teacher’s official file and made available to the teacher at least two weeks before a summative rating conference whenever possible.

- 2) The district will cover the costs for department chairs to complete a training program necessary to become an evaluator with pre approval from the assistant superintendent.
- 3) The district may offer Leyden University courses as needed to train teachers on any additional structures that will be used as the basis for evaluations, such as Charlotte Danielson’s Framework for Teaching.

Section 11. Teacher Retraining

At the request of the Union President to the Superintendent, the Union and the Administration shall meet at least once each year to discuss the prospects for a reduction in force of tenured teachers and to identify opportunities for tenured teachers to retrain to avoid the reduction in force. Tenured teachers so identified, who would be dismissed in a reduction in force, may

pursue an opportunity to retrain for positions that are open. A committee consisting of two administrators and the two Union representatives appointed by the Superintendent and Union President, respectively, will work to determine the teachers to be retrained in light of potential staffing needs.

Tenured teachers identified above shall have the same opportunity as other teachers to have their college tuition reimbursed through the guidelines set forth in Article X, Section 15 - Professional Growth, Graduate Courses.

Section 12. Teacher Discipline

Suspensions without pay will be imposed for just cause. Before suspending a teacher without pay, the teacher shall be notified by the Superintendent or designee in writing of the conduct on which the suspension is based and provided an opportunity to meet with the Administration to respond to the allegations. To respond in a hearing with the Superintendent or designee or with the Board if the suspension is initiated at the Board level. If a teacher is suspended by the Superintendent or designee, the teacher may appeal an unpaid suspension to the Board by submitting a notice of appeal to the Superintendent within five (5) days after receipt of notice of the suspension. The teacher will be provided an opportunity to address the Board in closed session before the Board makes a final decision on the appeal. The teacher may be assisted by a Union representative, if requested by the teacher, at any hearing before the Board, Superintendent or designee regarding the suspension.

Section 13. Consulting Teacher

In addition to his/her regular salary and benefits, a consulting teacher shall receive:

- 1) A stipend of \$1250
- 2) Release from the 50 minutes of assigned supervisory duties;

Up to three released periods from regular classes per semester with prior approval of the building Principal.

Section 14. Coaches' Handbook

A procedure for the evaluation of coaches shall be established by the administration and placed in a Coaches' Handbook to be distributed to each coach at coaches' meetings to be conducted each school year by the Athletic Director. While nothing in this Section or the Coaches' Handbook changes the right of the Board to select and non-renew coaches for any lawful reason, the failure to follow the evaluation procedure in the Coaches' Handbook will be taken into account in the evaluations of the evaluators.

Section 15. Elimination of Departments

No department will be eliminated by the District during the life of the contract.

ARTICLE VI – ASSIGNMENT AND TRANSFER

Section 1. Assignments

A teacher is employed to serve the needs of the District in those areas in which he/she is licensed as per the state of Illinois. A teacher newly employed by the District will be notified of his/her particular building and teaching assignment as soon as it is practical. Because of fluctuating enrollment between the fall semester and the spring semester, it may be necessary to make some changes in assignments. When such changes are necessary, the Administrative staff will consult with the teacher concerned as soon as the needs of the District are clearly established. Length of service will be considered but will not be determinative in making assignments.

Section 2. Voluntary and Involuntary Transfers and Traveling Teachers

Transfers of teachers between buildings and/or departments will be made from time to time as District needs require.

The District recognizes that it is beneficial to have teachers assigned to teach at one campus. However, conditions may exist when it is necessary for a staff member to teach at both buildings. Should this condition arise, the department chairperson will meet with the building Principals to select the staff member best suited for the job. Traveling teachers will be released from Period 0/11 responsibilities one (1) day per week.

A) Voluntary Transfers and Traveling

- 1) Teachers wishing to be transferred or travel should make this request in writing to the Assistant Superintendent who will, in turn, contact the high school principals. This should be done prior to March 1 for the fall semester. Transfer and traveling requests will be reviewed when openings become available.
- 2) The primary consideration in transfer or traveling will be the needs of the District.
- 3) If two or more individuals are seeking a single position, the building Principals in consultation with the department chairpersons shall recommend to the Assistant Superintendent the individual best suited for the opening based on the qualifications for the particular assignment as determined by the building principals.
- 4) When qualifications are equal, transfers and travelers shall be decided upon recent teaching experience in the course.
- 5) All transfers and travelers are subject to approval by the Superintendent.

B) Involuntary Transfers and Traveling

- 1) Involuntary transfers or traveling of teachers between buildings and/or departments will be made based on the needs of the District.
- 2) When qualifications are equal as determined by the building Principals, transfers or travelers shall be decided upon recent teaching experience in the course.

- 3) Teachers wishing a review of a transfer as a result of an administrative recommendation may request this by contacting the Superintendent.

Section 3. Refusal to Accept Position

In the event a teacher chooses not to accept a position offered, it shall have no effect upon his/her future opportunities for other positions that are created or become vacant.

Section 4. Discontinuing IHSA Sponsored and/or Extracurricular Activities

All teachers who have two IHSA sponsored activities will be obligated to continue those assignments until the age of 35 unless approval or release is granted by the Administration. At the age of 35, one of those assignments may be discontinued. The teacher may choose which of the two assignments he/she wishes to discontinue.

All teachers who have one IHSA sponsored activity will be obligated to continue that assignment until the age of 40 unless approval or release is granted by the Administration. In the event a teacher chooses to discontinue any portion of his/her IHSA sponsored and/or extracurricular activities, he/she shall:

- 1) Notify the Superintendent in writing of his/her request, no later than February 1, and the position will be posted.
- 2) If the Superintendent approves the request, the resignation shall become effective at the start of the next school year.
- 3) If the Superintendent does not approve the request, the teacher will continue to accept the assignment, for at most one year, or until a suitable replacement has been employed and is on duty, unless the resignation is upon the orders of a physician.
- 4) For teachers hired for the 2000/01 school year and beyond, the Superintendent reserves the right to require physical education majors to coach for up to 20 years. However, coaches may be excused for up to a two-year leave from the coaching assignments. Upon their return, the teacher will be reassigned to any coaching position at the discretion of the Assistant Principal for Athletics and Wellness. Requests to be excused must be submitted to the Superintendent, in writing, no later than February 1 of the prior school year.

Section 5. Preparation Limitations

In order to adequately prepare presentations and class work, no teacher should have more than two (2) different preparations per semester, and no teacher will have more than three (3) assigned preparations per semester, except courses in the following departments: Art, Business Education, English as a Second Language/Bilingual, Industrial Technology, Family and Consumer Sciences, Music, Special Education, Modern Language, and Physical Education. Parties by mutual agreement can agree to waive the above mentioned preparation limitations. A separate preparation is defined as each course, individually described, in the Curriculum Guide, where a different text, course guide, and resource materials are required. Approved independent study courses will count as a preparation. Two (2) different courses meeting in the same classroom concurrently will each count as a preparation, except in special education, and English as a Second Language/Bilingual. Any teacher with four (4) or more preparations will be released from Period 0/11 responsibilities one (1) day per week, and any mandatory class substitution as per Article X, Section 9.

Section 6. Each Teacher Available to Sponsor

At the request of the Administration, any tenured teacher who is not coaching, shall accept an assignment to sponsor for at least three (3) years (up to 18th year at Leyden). Such sponsorship shall be for those activities stipulated for payment in this contract. This does not prevent voluntary sponsoring nor does it exclude or limit the years on those activities for which a specific teacher was hired.

ARTICLE VII – GRIEVANCE PROCEDURE

Section 1. Procedure

A grievance is defined as a written claim that there has been a violation, misinterpretation or misapplication of a specific provision of the Agreement.

The following are the steps for the processing of grievances:

Step 1 The employee and/or Union on behalf of an individual or group of specific employees shall confer in a timely manner with the administrator/supervisor to attempt to resolve the grievance informally. If possible this conference shall occur within fifteen (15) school days of the occurrence.

Step 2 The employee and/or Union on behalf of an individual or group of specific employees shall submit a signed statement setting forth all the pertinent facts and dates relative to the complaint to the members of the Executive Board of the Leyden Council for the purpose of evaluating and reviewing the merits of the complaint. Should after discussion, it be deemed advisable to file the complaint as a grievance, it shall be signed by two (2) members of the Executive Board in order to guarantee the authenticity of the grievance, and four (4) copies shall be presented to the administrators within thirty (30) school days from the date of its occurrence. After receipt of the grievance, the Administration shall have ten (10) school days to set a date for the grievance hearing.

Step 3 Step 2 shall be complied with before the grievance can advance to Step 3. A grievance appealed to this Step shall be presented in writing within ten (10) school days of the Step 2 denial and discussed at a meeting of the administrator/supervisor responsible for the original decision, grievant, Union representative of the school involved, committee chairperson, and at least two (2) other administrators if desired. A written statement of the decision and the basis for the decision shall be made by the hearing administrator within ten (10) school days of said meeting. Copies of the decision shall be submitted to all previously involved persons. Should the grievance not be settled satisfactorily, the Union may appeal it to Step 4.

Step 4 A grievance appealed to this Step shall be presented and discussed at a meeting of the Superintendent, Assistant Superintendent, the administrator/supervisor responsible for the original decision, grievant, Union representative of the school involved and the committee chairperson. A written statement of the decision and the basis for the decision shall be made by the Superintendent within ten (10) school days of said meeting. Copies of the decision shall be submitted to the Board and all previously involved persons.

Step 5 Should the grievance advance to this Step, all other steps shall have been complied with and all written materials pertaining to the case shall have been filed with the Superintendent before a request is made by the grievance committee to the Board to appear at the next regularly scheduled meeting (if the Board's agenda permits time

for discussion of such grievance) to present the case. Representation at this meeting shall not exceed five (5) in number (including grievant). After discussion of the grievance, an answer shall be written by the Board (within a reasonable time, not to exceed ten (10) school days) setting forth its acceptance or rejection of the grievance. Copies of the Board's answer shall be submitted to all previously involved persons.

Step 6 In the event the employee(s) and the Union are not satisfied with the disposition of the grievance at Step 5, the grievance may be submitted by the Union to binding arbitration within ten (10) school days after receipt of the Board's answer at Step 5 by requesting an arbitrator from the American Arbitration Association. The selection of the arbitrator shall follow the voluntary labor arbitrator selection procedures set forth by the American Arbitration Association. The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the provisions of the Agreement. The arbitrator shall consider only the specific issues raised in the written grievance and the replies thereto. The arbitrator's decision shall be based solely upon interpretation of the meaning or application of the specific terms of this Agreement in light of the facts presented, and he/she shall have no authority to decide or make recommendations on other matters. The fee of the arbitrator shall be split between the parties. All other costs shall be borne by the party incurring the cost unless otherwise mutually agreed.

Section 2. No Interruption of Business

In the event of a dispute or difference, the party or parties involved shall continue to transact and/or conduct their business in the same manner as at the time of initiating the complaint. Should this requirement be violated, the complaint shall not proceed to the next step and shall be declared closed and not to be reopened.

Section 3. Grievance Representatives

There shall be a representative and an alternate selected by the Leyden Council Executive Board of the AFT (one from each school), to represent teachers in grievances. The names of the designated representatives and alternates shall be furnished to the Board, Superintendent, Assistant Superintendent, Principals, and Assistant Principals by September 15 of each calendar year.

Section 4. Processing Grievances

Individuals who have filed a grievance shall not be approached concerning the matter of the grievance by any Board member or administrator while the grievance is being processed, without a representative of the Grievance Committee being present.

ARTICLE VIII – MISCELLANEOUS

Section 1. No Discrimination.

The Board and Union agree to continue their policy of not discriminating against any teacher on the basis of race, creed, color, national origin, sex, sexual orientation, marital status, age, or membership or participation in, or association with, the activities of any teachers' organization.

The Union agrees, in accordance with its constitution and policy statements, to continue to admit persons to membership without discrimination against any teacher on the basis of race, color, creed, national origin, sex, sexual orientation, age, or marital status; and to represent equally all teachers without regard to membership or participation in, or association with, the activities of any teachers' organization.

The Union or its agents will not solicit members, engage in organization work, or any other Union activities, other than those expressly stated in this Agreement, during the assigned teaching hours.

Section 2. Personnel Files

One official file for all current teachers shall be maintained digitally in the district administration office under the following conditions:

- 1) No material derogatory to a teacher's conduct, or service shall be placed in the file unless the teacher has had an opportunity to review and respond to the material. Anonymous material that does not result in a need for disciplinary action will not be placed in the teacher's official file. The teacher shall acknowledge that he/she read such material by affixing his/her signature on the copy to be filed, with the understanding that such signature merely signifies that he/she has read the material to be filed and does not necessarily indicate agreement with the contents. If he/she refuses to sign a copy for filing, such shall be noted by the administrator and the material filed within one week after a reminder notice has been sent by the administrator and a copy of the reminder sent to the Union President. Administrators may place all communications from teachers to administrators in the respective personnel files without further action.
- 2) The teacher shall have the right to answer any material filed and his/her answer shall be attached to the file copy.
- 3) Teachers have access to their personnel files including placement credentials (if the credentials are designated non-confidential or if the placement office gives the district written authorization for the teacher to see his/her credentials). Confidential credentials not open to graduates (so designated by the respective college or university) will not be made available to teachers. In order to examine his/her official file, a teacher must schedule an appointment with the Assistant Superintendent for this purpose. This file may not be taken out of this office.
- 4) The teacher shall receive a copy of materials in his/her official cumulative file if such materials are to be used in any form of litigation.

- 5) The teacher shall have the right to submit commendations, awards, honors, etc., for inclusion in his/her personnel file.
- 6) Upon written request, a teacher may receive a digital copy of those materials in his/her file (except those credentials designated by colleges and universities as “confidential”).
- 7) A teacher whose file is to be examined by anyone other than a school official of District 212 shall be notified in advance.

After 5 years, if there are no negative reports, or similar instances, the derogatory material older than 5 years may be removed upon the teachers’ request to the Superintendent or his/her delegate.

Section 3. Bulletin Boards

Posting of official Union notices on Board property shall be permitted and a definite space shall be allotted for this purpose in each teachers’ cafeteria.

Section 4. Use of School Facilities by Union

The Union shall be allowed to schedule and use school facilities for Union business during non-working hours. The Union shall provide the Superintendent with a schedule of proposed Union meeting dates for the semester by the end of the first week of each semester. Thereafter, the Union may schedule the use of facilities on the other dates upon five (5) days notice to the Superintendent, subject to the prior availability of the facilities. The school mailboxes and interschool mail service may be used to facilitate the dissemination of written materials for Union purposes. Copies of all materials posted, or inserted in the majority of teachers’ mailboxes, or sent electronically shall be given to all administrators and forwarded to the central office for file.

Section 5. Union Activity in Classroom

Teachers shall not use their classrooms as a place to discuss negotiations or any other matters relating to local teacher-union activities.

Section 6. Collection of Monies

If a teacher intends to collect money from students for any reason, other than collecting for clubs as a sponsor or athletic teams as a coach, the teacher must notify the principal or designee. The principal or designee will notify the teacher if he/she has any concerns with the collection of the monies.

Section 7. Supportive Personnel

Whenever a department or teacher has legitimate school work that its supportive personnel cannot handle, the department chairperson or teacher has the authorization to contact the office supervisor for temporary help from the secretarial pool.

Section 8. Return to Bargaining Unit

If an administrative employee of District 212, who had previously been covered by the collective bargaining unit, is returned to said unit, he/she shall assume the step in the salary schedule he/she would have attained if he/she had remained in the collective bargaining unit.

Section 9. Contract Booklet

The Board will post the Contract on the Faculty portion of the Leyden website in an indexed PDF or other non-editable format, provide access to employees, and provide the Union with an editable version in MS Word or other suitable program.

Section 10. Number of Pupils Assigned

The average number of pupils assigned per department is listed in Appendix B.

Enrollment in laboratory courses will be capped based on the number of stations available, unless the teacher agrees to admit more students than the agreed upon limit. The Administration will work with department chairpersons to determine which courses are defined as laboratory courses.

Assistant Principals will consult Department Chairpersons and may place class size limits on certain courses, as long as this does not lower department parity figures. Co-lab will not be utilized in determining parity.

A committee composed of two members appointed by the Superintendent and two members appointed by the Union President will advise the Superintendent on parity and counselor caseload problems and possible resolutions to the problem. The committee will meet on or after September 30 to review first semester enrollment figures, and 30 school days after the beginning of the second semester to review second semester enrollment figures.

If the committee determines that a department exceeds parity, a solution to remedy the overage will be determined and executed by administration.

Section 11. Due Process

Any charges, accusations or comments of a negative or derogatory nature from any source (e.g., letters, memos, phone calls) shall have no weight in the evaluation of a teacher's professional and official performance in Leyden District 212 unless:

- 1) These charges, accusations, or comments are made in writing.
- 2) A teacher shall be given the name of any person making said charge and the time and opportunity to meet with the Administration to refute the charge.

Section 12. Retirement Savings Plans

The District will offer employees the opportunity to participate in a 403(b) plan. Employees will be given the opportunity to make salary deferral elections to contribute to the plan. Such contributions may be made either on a pre-tax basis or as after-tax Roth 403(b) contributions if such contributions are permitted by the employee's selected vendor. Participation in the plan is voluntary, and employees are solely responsible for selecting, within all applicable legal limitations, their desired level of contributions to the plan, an appropriate vendor, and their desired investments in the plan, and neither the Board nor the Union assumes any liability for such decisions.

Employees who wish to participate in the plan must select a vendor from a list of vendors that has been approved by the District and the District's Third Party Administrator. New vendors may be approved if at least ten employees select the new vendor and the new vendor is able to

comply with the requirements of all 403(b) legal regulations and the requirements of the District's Third Party Administrator.

The District also offers employees the opportunity to participate in a 457(b) plan. Employees will be given the opportunity to make salary deferral elections to contribute to the 457(b) plan. Participation in the 457(b) plan is voluntary, and employees are solely responsible for selecting, within all applicable legal limitations, their desired level of contributions and their desired investments in the 457(b) plan. Neither the Board nor the Union assumes any liability for such decisions. The District reserves the right to unilaterally amend, terminate, or discontinue the 457(b) plan at any time.

Section 13. Communication

The Union President shall be notified prior to the deadline for the District's response to a Freedom of Information Act (FOIA) request seeking information about any bargaining unit member, including, but not limited to, names, email addresses, and part of a home address, or list of members of the Union of non-members.

Section 14. Digital Copy of Agreement

The Board will provide the Leyden Council with an editable digital copy of the Agreement.

ARTICLE IX – LEAVES

Section 1. Accumulated Sick Leave

All teachers shall be allowed up to seventeen (17) days of sick leave per school year. Sick leave shall be defined per the Illinois School Code as personal illness, quarantine at home, serious illness in the immediate family or household, or birth, adoption, or placement for adoption. For purposes of this Section, “immediate family” shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

The unused sick leave and the unused emergency leave days shall accumulate from year to year to a maximum of 430 days. This accumulation is not available for additional emergency leave. The Board shall provide each teacher with a report (either paper or electronic) of sick leave used by the teacher, and the dates of such use. The report, issued to the teacher at the end of the second semester, shall also list the total number of accumulated, unused sick leave days. Unused emergency days after 1980-81 will be included in this report.

Section 2. Sabbatical Leave

All teachers shall have an opportunity to apply for a sabbatical leave of one (1) school year for resident study, research, travel or other purposes designed to improve the school system. The proposed plan must be approved by the Board of Education and not thereafter modified without the approval of the Board.

The Sabbatical shall be conditional upon the following:

- 1) The leave may be granted after completion of at least six (6) years of service as a full-time teacher, Principal or Superintendent in Leyden Community High School District 212 and may again be granted after completion of a subsequent period of six (6) years of such service.
- 2) The maximum number of Sabbatical Leaves per year may be no more than two (2) from the total certified staff. The Board will grant the two who are recommended by the selection committee.
- 3) The teacher on Sabbatical Leave shall from time to time and at the end of the leave be required to give supporting evidence of the work he/she has pursued during the time of his/her leave, including official transcripts of his/her credits, and copies of research studies. If the leave is pursued for travel, a summary of findings and relationships of the travel to school programs shall be filed in the Administration offices.
- 4) The applicant shall agree in writing that if at the expiration of such leave he/she does not return to and perform contractual continued service in the district for at least two (2) school years after his/her return, all sums of money including insurance premiums and other fringe benefits received from the Board during his/her Sabbatical Leave will be refunded to the Board within two (2) years of the beginning of the school year following the year of the Sabbatical Leave unless such return and performance is prevented by permanent illness or incapacity.

During absence pursuant to Sabbatical Leave, payment shall be on the following basis:

- 1) The teacher shall receive the same basic salary as if in actual service, except that there shall be deducted there from an amount equivalent to the amount payable for substitute service. However, such salary after deduction for substitute service shall in no case be less than the minimum provided by 24-8 of the School Code, or one-half of the basic salary, whichever is greater. The salary of the teacher during the Sabbatical Leave will be paid in the same manner and at the same time that said teacher would normally be paid were he/she teaching in District 212. A Sabbatical Leave may be granted to enable the applicant, if otherwise eligible, to accept scholarships for study or research. However, the person on leave shall not engage in any activity for which salary or compensation is paid unless the activity is directly related to the purpose for which the leave is granted and is approved by the Board.
- 2) The Board shall pay the contribution to the Teachers' Retirement System required of the person on leave computed on the annual full-time salary rate under which the member last received earnings immediately prior to the leave or a proportionate part of such rate for a partial year of Sabbatical Leave credit.
- 3) Unless justified by illness or incapacity, failure of any person granted a leave to devote the entire period to the purpose for which the leave was granted shall constitute a cause for removal from teaching service and any compensation from the Board of Education.
- 4) If during the leave, injury or illness of the teacher prevents his/her completing the purpose of the leave, the Sabbatical Leave will be terminated and compensation by the Board of Education will be discontinued except that all provisions for sick leave will apply.
- 5) If injury, illness or death prevents the teacher from fulfilling his/her agreement to return and render service in District 212, no repayment of leave salary will be required. To qualify for this provision the illness or injury must conform to the policy of the Illinois Retirement System.

Upon expiration of a leave and upon presentation of evidence satisfactory to the Board showing compliance with the conditions of the leave, the teacher shall be returned to a position in the District 212 equivalent to that formerly occupied. The tenured status of the teacher on Sabbatical Leave shall not be affected.

A Sabbatical Leave Committee composed of the Superintendent, Assistant Superintendent, the Principal of the school where the applicant is teaching, and one teacher from each school elected by the Leyden Council Executive Board of the AFT, shall make recommendations on applications to the Board.

Any teacher requesting Sabbatical Leave shall submit an application to the Assistant Superintendent on/or prior to the January 1 immediately preceding the school year of the Sabbatical Leave. The applicant will meet with the Sabbatical Leave Committee on/or before January 15 to present written and verbal evidence of reasons for requesting the Sabbatical Leave. The committee in turn, will consider all cases and make recommendations to the Board of Education. Candidates will be informed of Board action on their application within seven (7) days after the last regularly scheduled meeting of the Board in January. Guidelines for selection shall be as follows:

- 1) Evidence of proficiency as a professional educator (e.g., uses innovative practices, serves on committees, shares ideas and materials, demonstrates leadership, engages in self-assessment, etc.)
- 2) Evidence of professional goals and aspiration.
- 3) Nature of the leave; what value it possesses for the school.
- 4) Reasonable distribution of applicants by departments and teaching levels.
- 5) Previous leaves.
- 6) Date of application.
- 7) Seniority on school staff.

In the event that a sabbatical is rejected because of the District's financial condition, a waiting list of candidates shall be compiled. The waiting list shall be reviewed annually and weighted consideration given when the District's financial condition permits a resumption of sabbaticals.

Section 3. Emergency Leave

In the event that a teacher must be absent from his/her duties for a reason other than sickness, he/she may apply to the Principal for permission to utilize up to three (3) sick days per year for emergency leave. This is intended to allow teachers an opportunity to take care of family emergencies or urgent business matters without loss of pay.

The teacher need not obtain permission, but merely notify the Principal or his/her delegate when such emergency leaves are used for:

- 1) religious holidays,
- 2) pressing matters that cannot be handled on weekends or evenings,
- 3) legal affairs, and
- 4) funerals, other than those elsewhere in Board policy.

Teachers may request one (1) additional day of emergency leave for the purpose of observing a religious holiday. This written request must include a substantiation of the holiday, and be submitted to the Assistant Superintendent for approval no later than September 1. This day will not be deducted from the teacher's sick leave and will not be added to accumulated sick leave if not used.

Any additional approved emergency leave days will be docked from the teacher's pay at a per diem rate. This loss of pay shall occur regardless of the actual substitute cost to the District.

Any unapproved days of absence will be docked from the teacher's pay at a per diem rate and disciplinary action could result. This loss of pay shall occur regardless of the actual substitute cost to the district.

Section 4. Maternity/Adoption Disability Leave and Leave of Absence

- 1) Maternity/Adoption Disability Leave - Any teacher who becomes pregnant shall utilize sick days, if available, for pregnancy and childbirth up to a maximum of eight (8) weeks from the date of birth. Any teacher who adopts a new child may utilize sick days, if available, for placement and care of the new child for a period not to exceed eight (8) weeks from the date of adoption. The teacher must give the District as much notice as

possible of pregnancy or adoption leave. In total, teachers are eligible to take up to twelve work weeks of family and medical leave, as outlined in Article IX, Section 7.

- 2) Child Care Leave of Absence - Any teacher shall, at least thirty (30) days or as soon as possible before the expected date of delivery/adoption of the child, notify the District in writing of his/her decision to either return to work at the end of the Maternity/Adoption period referenced in section A or to take a leave of absence for child care at the conclusion of such period. The length of the child care leave will be measured from the date of delivery of the child or placement from the date of adoption and shall not exceed three (3) semesters, unless extended by the administration to the beginning of the next school year in order to maintain continuity of instruction. The leave must end at the end of a semester. The leave shall not be construed as interrupting the employee's consecutive years of service with the District, but any year in which leave exceeds that period of time allowed by the FMLA will not count toward the acquisition of tenure.

The assignment of the teacher returning from a child care leave of absence shall be at the discretion of the District provided that the assignment does not diminish the teacher's salary or benefits. If a reduction in force occurs during the leave, the teacher on leave is subject to the same conditions as those who are currently teaching. Non-tenure teachers who are on leave may be non-renewed according to the School Code at the discretion of the District.

Time spent on such leave shall not be counted for the purposes computing benefits under this Agreement or accruing seniority. A teacher on leave of absence for child care may continue in the group medical insurance program, if he/she chooses, at his/her own expense by paying the full premium at the group rate.

Section 5. Leave of Absence

Any tenured teacher may request a leave of absence by February 1 of the school year preceding the school year in which the leave will take place, unless circumstances preclude compliance with this deadline. The teacher may request one (1) or more years of leave. Requests for leaves will be presented to a screening committee composed of two (2) members appointed by the Superintendent and two (2) members appointed by the Union President. Requests for leaves will be forwarded by the committee to the Board with a "recommended" or "not recommended" motion affixed to them. "Recommended" will mean that at least two (2) members of the committee support the application. Each school year, at least one-half (½) of those applications submitted by the February 1 deadline and recommended by the committee will be granted up to a maximum of four leaves. Granting of applications submitted after the February 1 deadline will be at the discretion of the Board, after consideration of the committee's recommendation.

The teacher will give notice to the Administration of his/her expected return to resume his/her teaching duties by February 1 of the school year before the school year of return.

If a reduction in force occurs during the leave the teacher on leave is subject to the same conditions as those who are currently teaching.

Time spent on such leave shall not be counted for the purpose of computing benefits under this Agreement or for seniority purposes.

A teacher on leave of absence may continue in the group medical insurance if he/she chooses, at his/her own expense, by paying the full premium at the group rate. All other benefits cease.

Section 6. Notification of Return from Leave

The teacher will give notice to the Administration, in writing, of his/her expected return to resume his/her teaching duties from any leave by February 1 of the year preceding the school year of return, unless extraordinary circumstances make it possible to do so, but in no case shall notification be given past the last day of February of the year preceding the school year of return.

Section 7. Family and Medical Leave

Eligible teachers are entitled to twelve work weeks of unpaid family and medical leave during a rolling twelve month period, measured forward from the date the employee uses any FMLA leave, in accordance with the Family and Medical Leave Act of 1993, as amended. Time on leaves provided for under Sections 1 and 4 of this Article for purposes allowed by the FMLA shall be counted against the leave time which may be taken under the FMLA. The district may assign teachers returning from family and medical leave to a different course, grade level, school building, classroom or other teaching position. Nothing in this Article diminishes or expands the Board's or a teacher's rights and duties under the FMLA, except as specifically provided in this Article.

Section 8. Job-Sharing Leave

Job sharing as defined in this section is a voluntary program providing two (2) tenured teachers the opportunity to request permission to share one (1) full-time teaching position. Tenured teachers, or those teachers who will be tenured at the time the leave is taken, who would like to participate in a job-sharing position shall submit an application and proposed plan for a job sharing leave to the Superintendent on/or prior to January 15 immediately preceding the school year for which the leave is requested. The job sharing plan shall include, but not be limited to the following: teaching responsibilities, availability for student assistance during period 0 - period 11, schoolwide service, and current extracurricular activities. Teachers job sharing shall be expected to attend the weekly inservice meetings in person, or via administratively approved technological means. Both teachers are expected to attend parent conference days, open house, statewide testing days, examination days. The actual daily and final exam schedule for partners in a job sharing position will be worked out among the participants, the department chair(s) involved, and the building Principal. The Board shall notify the applicants for a job sharing leave of the disposition of the request no later than seven (7) days after the first regularly scheduled meeting of the Board in March.

Participants in a job sharing position shall be placed appropriately on the salary schedule and salaries shall be prorated according to the time worked. Generally, participants shall divide responsibilities 60% (three (3) classes and proportional non-teaching duties) and 40% (two (2) classes and proportional non-teaching duties) with the exception of a proration of SWS, each teacher will be assigned a 50-minute SWS. If the participants wish, they may elect to teach three (3) classes each and non-teaching duties will be waived. In such cases, each participant shall receive 50% compensation. For purposes of calculating the released time and stipends of

department chairs, the two partners in a job sharing position shall be counted as one full-time teacher.

Job share participants will advance at a normal salary increase as others. Contributions to the Teacher's Retirement System will be proportionate to the time worked and salary earned. Participants in job-sharing positions will receive a prorated amount of insurance and paid leave benefits. During the period of time spent in a job-sharing position, the seniority credit of the teachers will accrue by .5 of a school year. Tenure rights for participants in job-sharing positions shall be maintained in accordance with current School Code provisions. The length of a job-sharing leave shall be for one (1) school year and may be renewed by the Board, provided that a request to renew is made on/or prior to January 15 immediately preceding the school year for which the leave is requested. If such a request is made, the Board shall notify the participants of its disposition by no later than seven (7) days after the first regularly scheduled meeting of the Board in March following the request. The decision to grant or deny the request for a job-sharing leave is not precedential and is at the sole discretion of the Board of Education.

ARTICLE X – SALARY & BENEFITS

Section 1. Salary

For the 2018-2019 school year, teachers' salaries shall be as provided in Appendix C - reflecting a double cell advancement from 2017-2018 and elimination of the first two rows of the salary matrix. Teachers who were one cell from the last cell in a lane on the salary matrix during the 2017-2018 school year will receive one cell move and \$2,300 "top of lane" added to his/her base salary for the 2018-2019 school year. Teachers who were at the last cell in a lane or were receiving "top of lane" during the 2017-2018 school year, will receive two "top of lane" increases for the 2018-2019 school year, equaling \$4,600.

Effective for the 2019-2020 school year, \$1,000 will be added to each remaining cell on the salary matrix. All teachers will advance one cell. Any teacher who was on the last cell of a lane or receiving "top of lane" during the 2018-2019 school year will receive an additional \$2,300.

"Top of lane" will not be a salary component for teachers after the 2019-2020 school year. The total top of lane payment due to a teacher in the 2019-2020 school year will be added to the teacher's last cell amount and will create the teacher's base salary beginning with the 2020-2021 school year.

For the 2020-2021 school year, all teachers shall receive a 3.5% increase from their 2019-2020 base salary, plus \$500. Additionally, each teacher will receive a non-compounding \$2,500 stipend as compensation for the ACCESS period.

For the 2021-2022 school year, all teachers shall receive a 3.5% increase from their 2020-2021 base salary, plus \$500. Additionally, each teacher will receive a non-compounding \$2,500 stipend as compensation for the ACCESS period.

If any of the following changes to Illinois law take effect during the term of the agreement and are not offset by revenue increases: a) responsibility for the cost of teacher pensions is shifted to the Board; or b) the amount of general state aid to the Board over the previous school year decreases by more than 15% or c) the Board's revenue from local property taxes is limited more severely than is currently the case under the Property Tax Extension Limitation Law; or d) the Board is faced with a successful voter initiated referendum, the yearly \$500 additional compensation will cease.

A teacher's initial salary placement shall be determined using the following criteria: 1) degree or degrees earned, 2) hours beyond a degree, 3) experience granted at the time of hire and 4) previous salary if any. Beginning with the 2020-2021 school year, new teachers' salary placement shall be determined based on the criteria above, and be commensurate with a current teacher's salary with similar criteria. Starting salary for a teacher with no experience is listed below:

BA	\$51,472
BA+15	\$54,276
MA	\$58,448

MA+15	\$60,448
MA+30	\$61,823
MA+45	\$63,219
DR	\$64,360

Teachers holding National Board Certification shall be paid a stipend of \$3,000 for each year of this agreement.

All degrees and additional hours requested by the teacher for salary increase consideration must be approved by the Assistant Superintendent prior to registering for the degree program and/or additional coursework. The decision of the Assistant Superintendent shall be final and not subject to the grievance procedure.

Official transcripts certifying the additional hours and/or degree must be presented to the Assistant Superintendent for his/her approval before any salary increase will be paid. Official transcripts must be received by the Assistant Superintendent no later than October 15 for first semester changes, and no later than March 1 for second semester changes. Salary increases will be retroactive to the beginning of the semester in which the salary increase is approved and will be prorated for the remaining paychecks. Only one column move per school year for teachers moving beyond the MA column will be allowed. If an additional column move is earned, the move will be recognized the following school year.

Starting in the 2020-2021 school year and for the remainder of the contract - salary increases for educational advancement are as follows:

BA+15	\$3,000
MA	\$4,000
MA+15	\$1,500
MA+30	\$1,500
MA+45	\$1,500
DR	\$3,000

Teachers will receive their paychecks in the following manner:

1. Paychecks will be issued on a biweekly basis.
2. Teachers will receive their first paycheck on the first Friday of the first week of school, and then on the same biweekly basis as other employees.
3. Teachers may choose to receive 22 or 26 paychecks.
4. The dollar amount of each paycheck throughout the year will be the base salary divided by the total number of paychecks selected by each teacher.
5. Teachers will be paid through direct deposit to their financial institution.

Section 2. Pension Payment

The Board will pay the 9% pension deduction for the duration of this contract on the same calculation basis as used under the previous contract. If the TRS member contribution is reduced by law, the teacher contribution shall be reduced using the same calculation basis as used under the previous contract. If the TRS member contribution is increased by law, the Board will add one-half of the percentage increase to the 9% factor that is currently in effect, up to a maximum increase to the 9% factor of 1%. For example:

- If the TRS member contribution increases by the amount of 1%, the Board will increase the 9% factor to 9.5%.
- If the TRS member contribution increases by the amount of 3%, the Board will increase the 9% factor to 10%.

In addition, the Board will continue to pay the T.H.I.S. employer contribution and teachers shall continue to pay, as a deduction from earnings, the employee T.H.I.S. contribution.

Section 3. Health, Medical, and Dental Insurance

The Board shall provide a medical and dental insurance program with coverage substantially the same to those set forth in Appendix D - Health & Dental Insurance each insurance year. Medical and dental premiums, for single or family coverage, shall be paid on the basis of the total plan costs as follows:

2018-2019

Single Coverage	\$1,675
Family Coverage	\$4,185

2019-2020, 2020-2021, 2021-2022

83% paid by District 212 and 17% paid by teacher

Unless otherwise agreed, Blue Cross/Blue Shield shall be the administrator or provider of the medical insurance program and MetLife shall be the administrator or provider for the dental insurance program. Premiums shall be calculated using actual claim costs added to plan administration fees (fixed costs). The claim costs from the previous March 1 through February 28 (12 month period) are used in the calculations, as provided by Blue Cross/Blue Shield or by such other provider used by the District if an agreement is reached to change providers. Please see Appendix D for medical calculation example.

The Board will provide funds for a Health Care Account (HCA) for each employee or eligible retiree covered by the insurance program. The funds provided for the HCA will be \$300 for each year of this agreement.

The Insurance Committee including two teachers annually appointed by the Union and two administrators annually appointed by the Board and a maximum of two staff members from each of the other affected employee groups, shall meet twice annually or as needed to review the District's insurance program and make recommendations to the Board. All recommendations presented to the Board will include information related to the opinion of each committee member. The Union President or his/her designee shall be provided with all

relevant and non-confidential information from the District and/or the District's Healthcare consultant necessary for the operation of the Insurance Committee.

If the District becomes subject to a tax or penalty in the nature of a Cadillac Plan Excise Tax (either directly for self-insured coverage or indirectly through an insurer for fully-insured coverage) under the Affordable Care Act for any calendar year, the teachers participating in a medical/dental plan to which the Cadillac Plan Excise Tax applies (or the specific coverage option to which the Cadillac Plan Excise Tax applies, if the Cadillac Plan Excise Tax does not apply to all coverage options under such plan) shall reimburse the District for the full amount of the Cadillac Plan Excise Tax through an automatic corresponding increase in the teacher share of the insurance premium for that calendar year. This premium increase will be in addition to the increase provided for above and will not be subject to the premium caps set forth above.

Section 4. Flexible Benefit Plan

The Board shall have the option to implement a flexible benefit plan in accordance with the provisions of IRC Section 125 and 129. The cost of administering this plan shall be borne by the Board, and the Board shall have the right to select the provider of the plan.

Section 5. Extracurricular Pay Schedule

Appendix E - Extracurricular Pay Percentages, contains pay rates for all extracurricular activities.

The pay rates that are stated as a percentage will be applied to the licensed teacher's base pay. Starting in the 2019-2020 school year the percentage will be applied to the base pay and top of lane combined and starting in the 2020-2021 school year the percentage will be applied to the total base salary. However any stipend position shall not be greater than \$120,000 times the stipend percent.

Any coach will be compensated \$25 per day for meets/practices beyond the IHSA regional or sectional competition, whichever is recognized by the IHSA as the first round. Football will be compensated \$25 per day for all practices during IHSA state playoffs.

Section 6. Summer Salary Scale

All Leyden teachers will be notified and have an opportunity to apply for summer school teaching openings. The teachers will be selected by the Director of Curriculum and Instruction after consultation with the department chairperson and the building Principal.

<i>Summer of:</i>	<i>BA</i>	<i>MA</i>
2019 and 2020	\$42.00	\$46.00
2021 and 2022	\$43.00	\$47.00

As part of their salary, all personnel will be expected to attend meetings not exceeding five hours for orientation and evaluative purposes. Break time supervision assignment on a rotation basis will also be part of the Agreement. There will be no extra pay for this type of responsibility since the above figures include this type of an assignment.

The hourly rates will be as follows:

<i>Summer of:</i>	<i>Summer Swim/Teach</i>	<i>Summer Recreation</i>	<i>Weight Room</i>
2019 and 2020	\$27.50	\$27.50	\$26.00
2021 and 2022	\$28.50	\$28.50	\$26.50

<i>Summer and School Year</i>	<i>Curriculum Project</i>
2019 and 2020	\$33.00
2021 and 2022	\$34.00

To ensure a high level of quality for curriculum projects, specific procedures will be followed:

- A. The Director of Curriculum and Instruction will determine which projects will be permitted and the amount of time to be allotted.
- B. A quality control committee will screen all projects to determine whether the projects are of high quality.
- C. The quality control committee will be composed of two (2) members selected by the Union President and two (2) members selected by the Superintendent. Checks for the curriculum work will be issued after receiving approval by the quality control committee.
- D. If there is disagreement, two (2) members of the quality control committee must agree that the curriculum work is satisfactory for checks to be released.

Section 7. Attendance at Professional Meetings

The Board and Union acknowledge the value of professional meetings in facilitating professional growth. To encourage and assist the professional growth of the faculty, the Board, if finances permit, shall provide adequate funds to enable teachers to attend national conventions as well as state and local conferences.

Section 8. Field Trips

Faculty members accompanying students on Administration-approved field trips that extend beyond the normal school day will be compensated at the chaperone rate as described in Appendix E. No paid sponsor will be compensated for taking his/her organization on a field trip, however, all teachers, including teachers who are club sponsors, attending overnight trips will be paid the highest daily chaperone rate not to exceed the equivalent of three days.

Section 9. Substitution Pay and Attendance at IEP Meetings

Illness, professional meetings, field trips, etc., create a critical need for classroom substitutes. Meeting this need is essential to the operation of the school; therefore, all teachers are required to accept, with pay, at least six (6) class substitutions each semester when requested to do so by the Administration. Teachers with four (4) or more preps are not required to accept a substitute assignment. The following positions are not permitted to accept a substitute assignment: Student Services, Student Supports, Speech Pathologists, and Director of Student and Community Outreach. Teachers who have period release time as part of their contractual day may not accept a substitute assignment more than one period per day.

After a teacher has substituted six (6) times from prep period/student contact, he/she will not be asked again unless there is an emergency situation. Substituting during schoolwide service assignments does not count towards one of the substitutions.

Substitution pay shall be \$30.00 for each substitution (full or partial period) for school years 2018-2019 and 2019-2020 and \$32.00 for school years 2020-2021 and 2021-2022. If during his/her preparation period time, a regular teacher substitutes for more than ten (10) consecutive school days of student attendance for the same teacher with the same class of students, the substitute shall be compensated at a pro rata amount as calculated in Article IV, Section 3.

Any teacher serving as the general education representative at an IEP meeting who attends more than eight (8) IEP meetings during a school year, shall be paid the period substitution rate for each meeting beyond the eighth.

Section 10. Travel Reimbursement

Based on monies allocated as part of the departmental budgeting process, the department chairperson will recommend to the Administration financial allocations that the District will pay for approved professional travel.

Section 11. Death Benefits

The Board shall provide life insurance coverage for each full-time teacher (part-time teachers' death benefit shall be prorated) equal to the teacher's base salary for the year preceding death, and \$20 for each unused day of sick leave.

Section 12. Student Services

Events and programs that counselors or social workers attend beyond the regularly scheduled school day, and have been approved by the building principal, will be compensated at the following rates:

- 1-3 hours=\$120
- 3-4 hours=\$160
- 4-5 hours=\$200
- 5-6 hours=\$240

Social workers and counselors who remain with a student in a crisis situation beyond the regularly scheduled school day, after consultation and approval from a building administrator, will receive comp time equivalent to the additional time spent in addressing the situation.

Section 13. Department Chairpersons and Resource Teachers

In addition to their regular salary, department chairpersons shall be compensated for their supervisory duties as indicated in the table below. To provide additional support and assistance to the department chair in the management of the department, a resource teacher shall be assigned to each building in the departments indicated below. Each resource teacher shall be paid a stipend of \$2,750. Each department chair will submit to the Director of Curriculum and Instruction the duties and tasks assigned to each resource position by the end of the first week of school each year.

Stipends for department chairs will be increased each year of this agreement over the previous year's stipend by 2.5%. Teachers in Industrial Technology, Science, Art, Music, Family and Consumer Sciences, Special Education and Business Education will count 1½ each in calculating stipends for department chairpersons. Teachers assigned to multiple departments and part-time teachers will count as a full faculty member for each department.

<i># of Teachers in Department (Excluding Chair)</i>	<i>2018-2019 Stipend</i>	<i>2019-2020 Stipend</i>	<i>2020-2021 Stipend</i>	<i>2021-2022 Stipend</i>
1-10	\$6,609	\$6,774	\$6,943	\$7,117
11-14	\$8,805	\$9,025	\$9,251	\$9,482
15-19	\$10,132	\$10,385	\$10,645	\$10,911
20+	\$11,006	\$11,281	\$11,563	\$11,852

<i>Department Chair</i>	<i>Release Periods</i>	<i>Resource Teacher Assigned to Each Building</i>
Art	2	Yes
Business Education	2	Yes

English	4	Yes
ESL/Bilingual	4	No
Family & Consumer Sciences	2	Yes
Industrial Technology	2	Yes
Literacy	2	Yes
Mathematics	4	Yes
Modern Language	2	Yes
Music	1	No
Physical Education & Driver Education	3	Yes
Science	4	Yes
Social Studies	4	Yes
Special Education (3 Chairs)*	4 (each)	No*
Student Services (2 Chairs)	$\frac{2}{3}$ of average caseload	No
Student Supports	4	Yes

**Third Special Education Chair position will begin the 2019-2020 school year and the resource position will no longer exist.*

The ESL/Bilingual Chair will observe sheltered teachers during their rating year, additionally the chair will attend ESL/Bilingual IEP meetings. If ESL/Bilingual enrollment falls below 175 students, the number of releases the chair receives may be reduced, but no lower than two (2) releases.

The Student Supports department will include faculty from the Library, Instructional Coaches, MTSS Coordinator, Credit Recovery teachers, and will supervise the paraprofessionals in the Math and Writing Centers.

Department chairs whose department has a new teacher participating in New Teacher Orientation shall attend and participate in the orientation program at a date and time determined by the administration, unless otherwise agreed by the administration. He/she shall be compensated at the rate of \$85 per day.

Section 14. Professional Growth, Graduate Courses

The Board and Union consider professional growth to be a desirable activity. As an additional incentive to encourage professional growth, the District shall allocate up to \$100,000 with a cap of \$20,000 each year, for the purpose of reimbursing teachers for tuition paid for attending classes. Tuition reimbursement will be issued based on the guidelines below:

- Tuition reimbursement will only be granted to teachers who have earned tenure at Leyden. The summer prior to their fifth year at Leyden will count toward reimbursement.
- Tuition reimbursement will be granted only for those courses preapproved for professional growth pursuant to Article X, Section 1.
- Reimbursement shall not impact movement under the existing salary system.
- If a teacher leaves the District within one year, 75% of the reimbursement will be refunded to the District. If the teacher leaves the District within two years, 50% of the reimbursement will be refunded to the District.
- The Board shall have final approval on all requests for reimbursement.
- Tuition reimbursement shall not exceed 90% of the cost of tuition.
- A lifetime cap of \$5,000, starting with this contract.
- Teacher must receive and A or B in order to receive tuition reimbursement.

Section 15. Retirement Incentive Program

Retirement benefits shall be provided to teachers meeting the applicable eligibility requirements and criteria as described in this Section.

- (1) Eligibility and Notice: The basic eligibility requirements for the retirement benefits under this section are as follows:
 - (a) A written notice of resignation and intent to retire must be received by the Superintendent no later than May 1 of the school year before the school year in which benefits under this retirement incentive program are first received, and in any event, by no later than May 1, 2022.
 - (b) Except as provided above, the last dates for receipt by the Superintendent of the notice of resignation and intent to retire are as follows:
 - December 10, 2018 for retirement in 2023
 - May 1, 2019 for retirement in 2024
 - May 1, 2020 for retirement in 2025
 - May 1, 2021 for retirement in 2026
 - May 1, 2022 for retirement in 2027
 - (c) The resignation must be effective the last day of the school term in which the teacher is first eligible to retire without discount through TRS, but in any event, no later than June 30, 2027, except if extended per section (d) below.
 - (d) The teacher is at least 60 years of age, or has at least 35 years of creditable service with TRS at the time of retirement, which can include creditable service recognized by TRS due to unused sick leave. If the teacher subsequently needs to use the sick leave during his/her final years of employment that would have been recognized by TRS for creditable service, the retirement date will be extended

one or two years provided doing so does not subject the Board to a penalty from TRS.

- (e) None of the teacher's increases in creditable earnings in the four school years used to determine the teacher's pension would cause the Board to be subject to a penalty under the Illinois Pension Code.
- (f) If a due date for a notice under this Section falls on a Saturday, Sunday or school holiday observed the District, the due date shall be extended to the next school day.
- (g) A teacher hired after the effective date of this Agreement must provide the Superintendent or designee with the following information within 90 calendar days of the first day of employment and such other information as is appropriate to facilitate the implementation of this retirement program:
 - (1) The number of years of creditable service with the Illinois Teachers' Retirement System ("TRS").
 - (2) The number of years of creditable service with non-TRS retirement systems in Illinois and other states which may be used for creditable service with TRS.
 - (3) Other optional service credit which may be available for creditable service with TRS, such as leaves of absence or military service.
 - (4) The number of days of sick leave from other TRS-covered employers available for service credit with TRS.

Currently employed teachers will provide the same information by no later than January 15 of the first year of this Agreement. Where available, the information must be provided in a statement from TRS or other governmental agency or on a form developed by the District in consultation with the Union. Before application to participate in this retirement program, all teachers must provide an update to the District on the above information.

After receipt of the written notice of resignation and intent to retire, the Superintendent or designee will generate a retirement salary statement that shows the estimated amount of salary the teacher will receive each year for the remaining years of employment, any sick leave to be received and an estimate of any post retirement payment. The statement shall be received by the retiring employee no later than 30 days from the date of the Superintendent's receipt of the application.

(2) Benefits:

- (a) Salary Increases:
If the above conditions are met, the teacher's total TRS creditable earnings shall be increased in each of his/her last consecutive five years as set forth below, in

lieu of any other salary increase or other creditable earnings increase to which the teacher would otherwise be entitled under this Agreement.

Teachers eligible to retire in 2023 and 2024 will receive the following benefits:

Fourth year prior to final year of employment:

Additional 6% increase to 2018-2019 salary (creditable earnings) for those retiring in 2023. An additional 6% increase to the 2019-2020 salary (creditable earnings) for those retiring in 2024.

The following increases are to total creditable earnings over the prior year's creditable earnings:

Third year prior to final year of employment	3%
Second year prior to final year of employment	3%
First year prior to final year of employment	3%
Final year of employment	3%

Teachers eligible to retire between 2025 and 2027 will receive the following increases to total creditable earnings over the prior years' creditable earnings:

Fourth year to final year of employment	6%
Third year prior to final year of employment	3%
Second year prior to final year of employment	3%
First year prior to final year of employment	3%
Final year of employment	3%

No teacher shall receive an increase in total creditable earnings in any year used by TRS to calculate the teacher's pension value (typically the last four years prior to retirement) which would cause the District to incur an excess salary penalty from TRS (currently, and not to exceed three percent (3%).

It is the intent of the parties to eliminate any penalties or surcharges the District would otherwise be required to pay to TRS as a result of a teacher's compensation in any year used to calculate the teacher's pension value.

Teachers who are retiring between 2021-2024 are not eligible to receive the "ACCESS period" stipend provided for in this Agreement. Such teachers will instead receive an additional non-creditable insurance premium contribution equivalent to the "ACCESS period" stipend, the teacher will receive the remaining benefit in the form of an additional non-creditable contribution to the teacher's Health Care Account. The total benefit provided to the retiring teacher under this provision may be prorated if a teacher's retirement incentive plan includes a pre-2020-2021 ACCESS or Guided Study stipend.

With the exception of "ACCESS period," if a teacher performs any new or different activities that would cause the teacher to incur an earnings increase in excess of the increases under the program, the teacher shall have the choice of not performing the

activity or accepting a lesser rate of pay, that would not cause the earnings increase to exceed the increases under the program.

A teacher for whom a voluntary extra-duty stipend was part of the teacher's creditable earnings and who ceases to perform such duty in a school year in which the teacher is receiving an increase under the program, will have the stipend for that duty subtracted from the creditable earnings increases provided under the program.

(b) Post Retirement Insurance

A teacher who meets the eligibility criteria established in this Section will be permitted to participate in the Board's medical and dental insurance program on the same basis as current employees until the teacher reaches the age of eligibility for Medicare. Upon becoming entitled to Medicare, the teacher may participate in the Board's Medicare supplement program by paying the full premium cost as may be amended from time to time.

(c) Post Retirement Unused Sick Leave Payment

A teacher who meets the eligibility criteria established in this Section will also receive a payment of \$45 per unused day of sick leave not used by the teacher for service credit through TRS. This payment shall be paid as a lump sum retirement benefit and shall be due and payable within 60 days after the teacher's final paycheck for regular earnings and after the teacher's retirement under TRS rules.

(d) Post Retirement Longevity Payment

A teacher who meets the eligibility criteria established in this Section will also receive a post retirement longevity payment based on years of service in District 212 as set forth below:

For each year of full-time service from years 1 through 10: \$250

For each year of full-time service from years 11 through 20: \$500

For each year of full-time service from years 21 and beyond: \$750

With a \$15,000 cap for all post retirement longevity payments

Longevity payments will be prorated for part-time teaching service in District 212.

(3) General Limitations

Under no circumstances will the Board be required to increase a teacher's TRS creditable earnings above the amount which would result in the imposition of a penalty by TRS.

A teacher may not participate in the program if the Board becomes subject to any penalty payment to TRS related to the teacher's participation.

If legislation is enacted or administrative rules or interpretations adopted during the life of this agreement that adversely affects the Board's obligations or teachers' rights under any of the benefits set forth in this section, the parties agree to meet within 30 days of the passage of the legislation to discuss reopening this section of the Agreement. Any such reopening would have to be mutually agreed upon by the Board and the Union.

(4) Changes in a Teacher's Retirement Plans

If a teacher participating in the program resigns prior to the date originally approved for his/her retirement for any reason other than physical or mental disability which permanently renders the teacher unable to perform his/her duties, the Board will have no obligation to provide the remaining retirement enhancements which would otherwise have been due under the program. Additionally, the teacher will repay to the Board all amounts of creditable earnings necessary to avoid, or which would have avoided, the Board being subject to TRS penalties. A repayment plan will be determined by mutual agreement between the Board and the teacher. If the teacher fails to make repayment when due, the Board may seek recovery of any attorney's fees/expenses incurred to collect such repayment under the agreement. Upon repayment, an amended creditable earnings report will be made by the Board to TRS.

By mutual agreement between the Board and the teacher, a teacher's resignation and retirement may be rescinded or modified, on a non-precedential, case-by-case basis. The reason for such an agreement must be a major life-altering event such as the death of a spouse, divorce between the teacher and spouse or serious illness of the teacher or spouse which illness would likely cause the use of sick leave otherwise necessary to remain eligible to participate in this retirement program. If a teacher participating in the program begins to receive the benefits and the Board, in its sole discretion, accepts a request to rescind the retirement, the Board will not be obligated to continue payment of the benefits under the program. The teacher will then repay the entire amount of the benefits paid to date. A repayment plan will be determined by mutual agreement between the Board and the teacher. If the teacher fails to make repayment when due, the Board may seek recovery of any attorney's fees/expenses incurred to collect such repayment under the agreement.

(5) Eligible Teachers Opting Out of Retirement Incentive Program

Notwithstanding any provision of this Agreement other than as permitted in the paragraph immediately below, a teacher within four (4) years of eligibility for TRS retirement will be limited to an increase in creditable earnings over the previous year if the payment of such creditable earning could result in the Board being required to make a penalty payment to TRS. The limitation is the reduction in creditable earnings to an amount sufficient to avoid any penalties. Any adjustments necessary to meet this limitation will be made to the teacher's creditable earnings in the teacher's final paychecks for the school year in which the TRS limitation could be exceeded.

If a teacher is within four (4) years of eligibility for TRS retirement and chooses not to participate in the program, the teacher may avoid the limitation set forth in in the paragraph immediately above by signing an agreement with the Board. The agreement will provide that if the teacher resigns and the Board becomes subject to penalties from TRS, the teacher must repay to the Board all amounts of creditable earnings necessary to avoid penalties. A repayment plan will be determined by mutual agreement between the Board and the teacher. If the teacher fails to make repayment when due, the Board may seek recovery of any attorney's fees/expenses incurred to collect such repayment under the agreement. Upon repayment, an amended creditable earnings report will be made by the Board to TRS.

Section 16. Alternative Retirement Program

A teacher who does not participate in the Retirement Incentive Program under Section 16, who has completed 15 consecutive years of full-time teaching service in the District and who submits to the Superintendent by no later than February 1 in the year of retirement, a notice of resignation and retirement effective at the end of the school term, will be provided the following benefits:

- 1) If the teacher's retirement does not subject the Board to any penalties from TRS, the teacher may participate in the Board's medical and dental insurance program on the same basis as current employees until the teacher reaches the age of eligibility for Medicare.
- 2) Upon reaching the age of eligibility for Medicare and if Medicare eligible, the teacher may participate in the Board's Medicare Supplement Program by paying the full premium cost.
- 3) A post retirement payment of \$20 per unused day of sick leave not used by the teacher for service credit through TRS.
- 4) If the teacher's retirement subjects the Board to penalties from TRS, the teacher must repay to the Board all amounts of creditable earnings necessary to avoid the penalties before he or she is eligible for this benefit. Provided the teacher repays the creditable earnings necessary to avoid the penalties, the teacher may participate in the Board's medical and dental insurance program if the teacher pays 50% of the full premium costs.

Section 17. Sick Day Pool

- 1) **Philosophy**
The purpose of the Leyden Sick Day Pool is to provide a substantial number of days to be utilized by the faculty when the need for sick days exceeds the number of days accumulated by the teacher because of serious illness or accident.
- 2) **Board of Trustees**
The sick day pool will be managed by a Board of Trustees. The board will be composed of two (2) teachers, the Union President, the Assistant Superintendent, and the Principal from the requesting teachers building. The teachers on the board are to be elected annually by the members of the Leyden Council.

Decisions granting the use of days from the pool must have the approval of a majority of the Board of Trustees.

- 3) **Eligibility**
An individual must be a teacher in District 212 in order to be granted days from the sick day pool. An individual must have contributed in the most recent request of the faculty for sick days in order to draw from the pool. The teacher must have utilized all accumulated sick days before receiving a grant of days from the pool.

To facilitate the decision-making process by the Board of Trustees, an application form must be filed by the teacher before any days can be granted and must be submitted no later than five (5) days after the teacher's sick leave has been exhausted. Applications received after this five (5) day period shall only be eligible for days beginning with the date of approval by the Board of Trustees. Application forms will be available from the Union's building representative and/or members of the Board of Trustees.

Supporting medical information shall be included with the application. At the discretion of the Board of Trustees an individual may be asked to furnish documentation or rationale, beyond that supplied in the application, to justify the granting of days from the pool. The Board of Education reserves the right to require a second medical opinion from a physician selected by the Board of Education, at the Board's expense, before any days are granted from the pool. Upon review of this additional medical information and approval by the Board of Trustees, the applicant will be granted days back to the date on which he/she exhausted the sick leave, or if applicable, the date of approval of the application by the Board of Trustees.

4) Operational Guidelines

The Board of Trustees has the complete and final authority for the operation of the Leyden Sick Day Pool.

Voluntary contributions, of not more than two days per year, from the faculty will create the days available in the pool.

The maximum number of days that may be granted to an individual during the school year is 90 days. In extenuating circumstances the Board of Trustees may waive the maximum allotment of sick days and provided up to an additional 45 days; however any grant beyond 135 days requires final approval by the Board of Education.

After the initial request, days will be added to the sick day pool in the following manner:

- a) Whenever the total number of days in the pool reaches 50 or less.
- b) During September of each school year a request will be made of the entire faculty unless such a request would place the total number of days in the pool over 400.
- c) If a request is not made of the entire faculty, then all faculty members who did not participate in the last request shall have an opportunity to contribute to the sick day pool regardless of the number of days available in the pool.
- d) Tenured teachers leaving the district because of resignation, retirement, or reduction in force termination, may contribute up to five days of their accumulated sick leave to the sick leave pool.

The sick day pool is an emergency type procedure not intended to replace the Illinois Retirement System's total and partial disability procedures. Or is the pool intended to supersede or replace any District 212 leave policy; therefore, additional sick leave days cannot be granted for reasons not covered by official policy of District 212.

As soon as the Board of Trustees has reached a decision, on an application for a grant of days, the applicant, Superintendent, and building Principal shall be notified in writing.

Days donated by a teacher to the pool may not be withdrawn. Days donated are recorded as consumed on the individual teacher's official school record of accumulated sick leave.

A complete record of the following items will be kept:

- a) names and number of days contributed by each teacher
- b) application submitted by teachers
- c) number of days granted
- d) number of days utilized

The Board of Trustees will submit an annual report to the Executive Board, membership of the Leyden Council, Superintendent, and the Board of Education. Official records of the Board of Trustees will be kept by the Union and Board of Education.

Section 18. Continuation of the School Year Program

Any teacher who is hired by the district during the summer to complete work that is directly related to their regular school year assignment shall be reimbursed at the summer school salary, except as covered elsewhere in the contract.

Section 19. Release Time for the Union President

The Union President in office as of the effective date of this Agreement shall be provided with one release period and no schoolwide service assignment. The release from schoolwide service shall begin immediately. The release period would begin at the start of the new school year following the date of the contract ratification. At such time as a new person is elected as the Union President, the extension of the release period for the term of the new President will be discussed by the new President and the Superintendent, with the final determination made by the Board and notice given to the new President of the determination within thirty (30) days of the Superintendent's receipt of notice from the Union of the election of the new president. If extended, the release period for the new President shall begin at the start of next school term, if notice of the election of the President is given to the Superintendent by the end of the preceding school term. Any President granted a release period must, at minimum, teach at least one period a day.

Section 20. Professional Growth for the Union Executive Board Members

A total of three (3) days per school year shall be provided to the Union Executive Board to attend Union sponsored professional growth conferences and/or workshops. These days may be used by executive board members of the Support Staff or Teachers' Union. The union shall be responsible for all costs and fees for attending such events, with the exception of the cost of providing a substitute teacher which shall be paid by the Board. These days shall be considered as School Business in the employee management system.

ARTICLE XI – NO STRIKE

Neither the Union nor the teachers will instigate, promote, sponsor, engage in or condone any strike, picketing, sit-down, walkout, withdrawal or withholding of services, or any other interruption of the normal routine of any day's school activities. Teachers who engage in any activity prohibited by this Article are subject to dismissal from the school system of District 212 or loss of raise and/or increment for the year. In the event that any teacher or group of teachers participate or engage in any of the activities herein prohibited, the Union agrees, immediately upon being notified by the Board, to direct such teacher or group of teachers to cease such activity and resume work at once.

ARTICLE XII – COMMITTEES

Section 1. Discipline Committee

A District Discipline Committee shall be composed of all District Deans and two teachers from each school appointed by the Union's Executive Board who review the Student Code of Conduct annually. The proposed changes, if any, will be presented to the Board for their approval.

Section 2. Professional Issues Committee

A Professional Issues Committee shall be composed of the Superintendent or the Superintendent's designee, two (2) Principals, the Union President, and two (2) Union Vice Presidents. This committee will consider proposals for any change in working conditions which is covered by this Agreement and any proposed pilot program. The administration members of the Professional Issues Committee and the Union members of the Committee will serve as the negotiation teams for the Board and Union, respectively, to collectively bargain over such changes in working conditions, pursuant to Article XIV of this Agreement. Tentative agreements over changes in working conditions reached by the Professional Issues Committee will be recommended to the Union and to the Board of Education to initiate ratification procedures.

ARTICLE XIII – SAVINGS

If any provision of this Agreement is subsequently declared by the proper legislative or judicial authority to be unlawful, unenforceable, or not in accordance with the minimum standard of the School Code, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

ARTICLE XIV – ENTIRE AGREEMENT

The parties acknowledge that during the negotiations resulting in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any and all subject or matters and that the understandings and agreements arrived at by the parties are set forth in this Agreement. Therefore, the Board and Union agree that the other shall not be obligated during the term of this Agreement to bargain collectively with respect to any subject or matter covered by this Agreement. The parties further agree that there shall be no changes in the terms of this Agreement without the mutual agreement of the Board and the Union. Nor shall there be any changes in salaries, fringe benefits or working conditions which are not covered by this Agreement, but which are mandatory topics of bargaining under the Illinois Educational Labor Relations Act, without prior negotiation between the Board and Union.

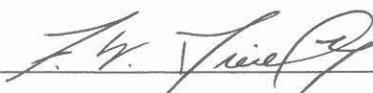
ARTICLE XV – TERMINATION

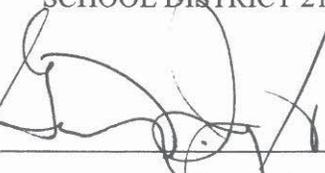
This Agreement shall be deemed dated, and become effective, on the date the last of the duly authorized representatives of the Board and the Union sign as set forth below and shall remain in full force and effect through June 30, 2022 and from year to year thereafter, unless not more than 150 nor less than 60 days prior to June 30, 2022 or any subsequent June 30, either party gives written notice to the other of its intention to terminate this Agreement. The terms of this Agreement will be retroactive to July 1, 2018, unless otherwise indicated.

IN WITNESS WHEREOF, the parties hereto have hereunto affixed their hands and seals as of the day and year first above written.

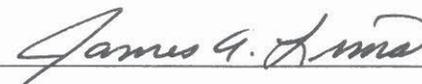
LEYDEN COUNCIL,
WEST SUBURBAN TEACHERS' UNION
LOCAL NUMBER 571, IFT-AFT

BOARD OF EDUCATION
LEYDEN COMMUNITY HIGH
SCHOOL DISTRICT 212

By: 
President

By: 
President

Attest:

By: 
Secretary

Dated: 11-13-18

Dated: NOVEMBER 13, 2018

GROUND RULES FOR FUTURE NEGOTIATIONS

Meetings

- 1) The first meeting will be held no later than the first Thursday in April and subsequent meetings shall be scheduled on the first and third Thursdays of each month until contract settlement, unless otherwise agreed upon by both parties.
- 2) Meetings will be held in the Conference Room at East Leyden High School.
- 3) The meetings will be from 4:00 p.m. until 8:00 p.m., unless both parties agree to extend the time.

Composition of Negotiating Teams

- 1) Each team shall consist of a maximum of seven members, unless otherwise agreed to by both parties. Each team shall be permitted one observer at a meeting. The observer shall be an employee or board member of District 212.
- 2) Outside authorities on specific areas or consultants may be brought in by either team if the intention to do so is indicated to the other team at least one week in advance of the meeting, when possible, but preferably one full meeting in advance. However, such persons will have no authority to speak unless they are recognized by the head of their respective negotiating team.

Chairmanship

- 1) The chairmanship of the negotiating session shall alternate between a representative of the Board and a representative of the Union.
- 2) Each negotiating team shall have one member act as principal spokesman.
- 3) The head of either negotiating team, at his/her discretion, may table an item under consideration if no progress is being made in the discussion.

External Publicity

Press releases must be submitted to the opposite party for the purpose of making a joint press release. If a proposed press release cannot be mutually agreed upon, a second meeting must be held within four school days after the submission of the proposed press release to the opposite party; one to three representatives of each team shall be present at the meeting. If agreement is not reached in this meeting, the proposed press release may be released unilaterally.

School Records

The Board will provide whatever readily available specific records are requested by the Union that are pertinent to the negotiations process. One copy of the operating school budget will be given to the Union Team upon request.

Minutes of the Meetings

- 1) Each team shall keep minutes of each negotiating session.

- 2) Both teams will exchange minutes of the meetings within a week after each meeting in order to insure complete understanding.
- 3) Each team shall keep a record of all items mutually agreed upon. Each contract item, after agreement, two copies of each contract item, will be written and initialed by a representative of each team and placed in two identical contract folders. Such items are subject to reopening at the request of either party until the parties reach a contract settlement.

Agenda

The agenda for each succeeding meeting shall be established at the previous meeting. Additional items for consideration may be added by either the Board or the Union by informing the other team at least one week in advance. If time does not allow the consideration of such items, they will be placed on the agenda for the following meeting and will receive priority for consideration.

Proposal Deadline

Neither the Board Team nor Union Team shall submit formal negotiating proposals after the opening meeting in April of the year the contract terminates. Should the first meeting be informal, then proposals shall be exchanged no later than the second planned meeting.

Appendix A – PART-TIME TEACHER

1. General Principle
 - 1.1 Teachers who are hired for a part-time assignment of less than six-tenths shall not receive benefits (Health/Dental/Disability and Life Insurance).
 - 1.2 Teachers who are hired for a part-time assignment of six-tenths or more shall receive prorated benefits. Prorated benefits include: Health, dental, disability, and life insurance.

2. Salaries
 - 2.1 Part-time teachers' salaries shall be prorated according to their assigned percentage of full-time employment.
 - 2.2 Salary advancement will be the same percentage increase as full-time teachers.

3. Leaves
 - 3.1 Sick Leave: Part-time teachers receive seventeen (17) sick leave days per year prorated according to their assignment.
 - 3.2 Emergency Leave: Part-time teachers are entitled to use three (3) of their seventeen (17) sick days as emergency days per year prorated according to their assignment.
 - 3.3 Sabbatical Leave: Part-time teachers are not eligible for a sabbatical leave.
 - 3.4 Religious Leave: Part-time teachers may request one (1) additional day for the purpose of observing a religious holiday. This written request must include a substantiation of the holiday, and be submitted to Assistant Superintendent for approval no later than September 1. This day will not be deducted from the part-time teacher's sick leave and will not be added to accumulated sick leave if not used.

4. Other Responsibilities
 - 4.1 Part-time teachers shall attend Parent/Teacher Conferences, Open House, Institute Days, Statewide Testing Days, Final Exam Days on those days when their exams are administered.
 - 4.2 Part-time teachers will attend inservice meetings, in person or via administratively approved technological means.
 - 4.3 Part-time teachers will attend all other meetings as requested by the administration or will otherwise make arrangements to obtain pertinent information within one week of the meeting.
 - 4.3 A lunch period may be scheduled in-between a part-time teacher's teaching schedule.
 - 4.4 Part-time teachers will be assigned a prep period(s) per week per semester as follows:
 - 1-2 - one prep per week
 - 3-4 - two preps per week
 - 5-6 - three preps per week
 - 7-9 - four preps per week
 - 4.5 Part-time teachers will be assigned to one 50 minute schoolwide service period each week.

- 4.6 Part-time teachers are not required to internally sub, but if they do so, they will be paid at the same per period rate as full-time teachers.
- 4.7 Part-time PE teachers are not required to coach but may do so. If he/she coaches, the part-time teacher's coaching stipend will be calculated as if he/she were a full-time teacher.

***Appendix B – Average Number of Pupils Assigned per Department
(Parity)***

Department	Number of Pupils
Art.....	25
Business Education.....	27
Driver Education and Health.....	27
English.....	25
English as a Second Language/Bilingual/Sheltered.....	25
Family and Consumer Sciences.....	25
Literacy.....	25
Industrial Technology.....	25
Mathematics.....	27
Modern Language.....	26
Music.....	35
Physical Education.....	37
Science.....	25
Social Studies.....	27

Appendix D – Health & Dental Insurance

BENEFIT HIGHLIGHTS – Active & Under 65

BlueEdge HCASM PPO NETWORK

Only highlights of this benefit plan are provided. After enrollment, members will receive a Benefit Booklet that more fully describes the terms of coverage.

Health Care Account (HCA)		Contribution	
Initial HCA Employer Contribution for Individual & Family Coverage		\$300	
Annual HCA Employer Contribution for Individual & Family Coverage		\$300 – every July 1 thereafter	
Maximum HCA Balance for Individual & Family Coverage		No Maximum	
Program Basics		PPO (In-Network)	Non-PPO (Out-of-Network)
Lifetime Benefit Maximum - Per individual		Unlimited	
Individual Coverage Deductible		\$250	
Family Coverage Deductible		\$650	
Individual Coverage Out-of-Pocket Expense (OPX) Limit - Medical Only The OPX limit is the amount of money that any individual will have to pay toward covered health care expenses during any one calendar year. The following items will not be applied to the out-of-pocket expense limit: <ul style="list-style-type: none"> • Reductions in benefits due to non-compliance with utilization management program requirements • Charges that exceed the eligible charge or the Schedule of Maximum Allowances (SMA) • Prescription Drug expenses are applicable to a separate Pharmacy OPX 		\$350	\$2,350
Family Coverage Out-of-Pocket Expense (OPX) Limit - Medical Only		\$1,050	\$7,050
Physician Services		PPO (In-Network)	Non-PPO (Out-of-Network)
Physician Office Visits		80% after deductible	70% after deductible
Specialist Office Visits		80% after deductible	70% after deductible
Preventive Care Services that have a rating of "A" or "B" in the current recommendations of the United States Preventive Services Task Force ("USPSTF"). Includes benefits for routine physical examinations, well child care and routine diagnostic tests including, but not limited to: PSA, Pap Smear, Bone Density, and Colonoscopy. Health Education and Counseling services including, but not limited to: Smoking Cessation and Obesity.		100%	80% after deductible
Medical / Surgical Services Coverage for outpatient and inpatient surgical procedures, inpatient visits and certain diagnostic procedures.		100% after deductible	80% after deductible
Hospital Services		PPO (In-Network)	Non-PPO (Out-of-Network)
Inpatient Hospital Services Coverage includes services received in a hospital, skilled nursing facility, coordinated home care and hospice. Room allowances based on the hospital's most common semi-private room rates including mental health and substance abuse services.		100%	80%
Outpatient Hospital Services Coverage for services includes, but is not limited to, outpatient or ambulatory surgical procedures, X-rays, lab tests, chemotherapy, radiation therapy, renal dialysis, and mammograms performed in a hospital or ambulatory surgical center including mental health and substance abuse services. Routine mammograms performed in an in-network outpatient hospital setting are payable at 100%, no deductible will apply.		100%	80%
Outpatient Emergency Care (Accident or Illness) The copayment applies to both in- and out-of-network emergency room visits. The copayment is waived if the member is admitted to the hospital.		\$100 copay, then 100%	

BENEFIT HIGHLIGHTS – Active & Under 65

BlueEdge HCASM PPO
NETWORK

Additional Services	PPO (In-Network)	Non-PPO (Out-of-Network)
Muscle Manipulation Services Coverage for spinal and muscle manipulation services provided by a physician/chiropractor.	80% after deductible	70% after deductible
Therapy Services – Speech, Occupational and Physical Coverage for services provided by a physician or therapist.	80% after deductible	70% after deductible
Other Covered Services <ul style="list-style-type: none"> • Private duty nursing- (Please refer to certificate for details) • Naprapathic services – limited to 15 visits per calendar yr. • Blood and blood components <i>See paragraph below regarding Schedule of Maximum Allowances (SMA).</i>		80% after deductible

Outpatient Prescription Drugs	PPO (In-Network)	Non-PPO (Out-of-Network)
Individual Coverage Out-of-Pocket Expense (OPX) Limit The OPX limit is the amount of money that any individual will have to pay toward Prescription Drugs in any one calendar year.	\$750	Not Applicable
Family Coverage Out-of-Pocket Expense (OPX) Limit	\$2,250	Not Applicable
Retail Copayments are for up to a 34-day supply at a contracting retail pharmacy. Dispensing limit may apply to certain drugs. <ul style="list-style-type: none"> ▪ Generic ▪ Preferred Brand ▪ Non-Preferred Brand ▪ Specialty 	\$5 copay \$15 copay \$35 copay \$150 copay	75% after In Network Copay
Mail Order Maintenance medications are available for up to a 90-day supply and are subject to the appropriate copayment amount. Dispensing limits may apply to certain drugs.	2 x Retail Copays	

How can I find out if a drug is on the formulary, and if it is a generic or a preferred brand name drug?

Visit our Web site at bcbsil.com and view Prescription Drug Plan Details on the Home page. Discuss the most appropriate drug therapy with your physician or pharmacist. Using generic drugs whenever possible will help save money.

Discounts on Eye Exams, Prescription Lenses, Eyewear and Other Devices

Members can present their ID cards to receive discounts on eye exams, prescription lenses and eyewear. To locate participating vision providers, log into Blue Access for MembersSM (BAM) at bcbsil.com/member and click on the Blue365[®] Member Discount Program link.

Blue Care Connection[®] (BCC)

When members receive covered inpatient hospital services, (outpatient mental health and substance abuse services [MHSA]), coordinated home care, skilled nursing facility or private duty nursing from a participating provider, the member will be responsible for precertifying these services, if applicable.

You must call one day prior to any hospital admission (and/or certain outpatient MH/SA services) or within 2 business days after an emergency medical or maternity admission. Please refer to your benefit booklet for information regarding benefit reductions based on failure to contact the applicable preauthorization line.

Residential Treatment Centers (RTC) Update

Under the Mental Health Parity and Equity Addiction Act (MHPAEA), residential treatment facilities are now included for the treatment of Mental Health and Substance Abuse conditions. They will be covered at the inpatient hospital facility benefit payment level, per Medical Necessity Criteria, which provides guidelines for level of service, appropriate setting, preauthorization and concurrent review process.

Schedule of Maximum Allowances (SMA)

The Schedule of Maximum Allowances (SMA) is not the same as a Usual and Customary fee (U&C). The Blue Cross and Blue Shield of Illinois SMA is the maximum allowable charge for professional services, including but not limited to, those listed under Medical/Surgical and Other Covered Services above. The SMA is the amount that professional PPO providers have agreed to accept as payment in full. When members use PPO providers, they avoid any balance billing other than applicable deductible, coinsurance and/or copayment. Please refer to your certificate booklet for the definition of Eligible Charge and Maximum Allowance regarding Providers who do not participate in the PPO Network.

To Locate a Participating Provider: Visit our Web site at bcsil.com/providers and use our Provider Finder® tool.

To Locate a Participating Pharmacy: Visit our Web site at bcsil.com and view Prescription Drug Plan Details on the Home page.

Benefits for covered individuals who live outside of Illinois need to meet all extraterritorial requirements of the state they are in, according to the group's funding arrangements.

** This is a general summary of your benefits. Please refer to your Summary of Benefits and Coverage (SBC), or you may request a copy of the Benefit booklet/Plan document by contacting your Employer. You may also log onto BAM and/or contact Customer Service at the number on the back of your ID card for additional information. This plan does not cover all health care expenses. Please carefully review the plan's limitations and exclusions.

BENEFIT HIGHLIGHTS – Age 65+

PPO NETWORK

Only highlights of this benefit plan are provided. After enrollment, members will receive a Benefit Booklet that more fully describes the terms of coverage.

Program Basics	PPO (In-Network)	Non-PPO (Out-of-Network)
Lifetime Benefit Maximum - Per individual	Unlimited	
Individual Coverage Deductible	\$250	
Family Coverage Deductible	\$650	
Individual Coverage Out-of-Pocket Expense (OPX) Limit - Medical Only The OPX limit is the amount of money that any individual will have to pay toward covered health care expenses during any one calendar year. The following items will not be applied to the out-of-pocket expense limit: <ul style="list-style-type: none"> • Reductions in benefits due to non-compliance with utilization management program requirements • Charges that exceed the eligible charge or the Schedule of Maximum Allowances (SMA) • Prescription Drug expenses are applicable to a separate Pharmacy OPX 	\$350	\$2,350
Family Coverage Out-of-Pocket Expense (OPX) Limit - Medical Only	\$1,050	\$7,050

Physician Services	PPO (In-Network)	Non-PPO (Out-of-Network)
Physician Office Visits	80% after deductible	70% after deductible
Specialist Office Visits	80% after deductible	70% after deductible
Preventive Care Services that have a rating of "A" or "B" in the current recommendations of the United States Preventive Services Task Force ("USPSTF"). Includes benefits for routine physical examinations, well child care and routine diagnostic tests including, but not limited to: PSA, Pap Smear, Bone Density, and Colonoscopy. Health Education and Counseling services including, but not limited to: Smoking Cessation and Obesity.	100%	80% after deductible
Medical / Surgical Services Coverage for outpatient and inpatient surgical procedures, inpatient visits and certain diagnostic procedures.	100% after deductible	80% after deductible

Hospital Services	PPO (In-Network)	Non-PPO (Out-of-Network)
Inpatient Hospital Services Coverage includes services received in a hospital, skilled nursing facility, coordinated home care and hospice. Room allowances based on the hospital's most common semi-private room rates including mental health and substance abuse services.	100%	80%
Outpatient Hospital Services Coverage for services includes, but is not limited to, outpatient or ambulatory surgical procedures, X-rays, lab tests, chemotherapy, radiation therapy, renal dialysis, and mammograms performed in a hospital or ambulatory surgical center including mental health and substance abuse services. Routine mammograms performed in an in-network outpatient hospital setting are payable at 100%, no deductible will apply.	100%	80%
Outpatient Emergency Care (Accident or Illness) The copayment applies to both in- and out-of-network emergency room visits. The copayment is waived if the member is admitted to the hospital.	\$100 copay, then 100%	

BENEFIT HIGHLIGHTS – Age 65+

PPO NETWORK

Additional Services	PPO (In-Network)	Non-PPO (Out-of-Network)
<p>Muscle Manipulation Services Coverage for spinal and muscle manipulation services provided by a physician/chiropractor.</p>	80% after deductible	70% after deductible
<p>Therapy Services – Speech, Occupational and Physical Coverage for services provided by a physician or therapist.</p>	80% after deductible	70% after deductible
<p>Other Covered Services</p> <ul style="list-style-type: none"> • Private duty nursing- (Please refer to certificate for details) • Naprapathic services – limited to 15 visits per calendar yr. • Blood and blood components • Ambulance services • Medical supplies <p>See paragraph below regarding Schedule of Maximum Allowances (SMA).</p>		80% after deductible
Outpatient Prescription Drugs	PPO (In-Network)	Non-PPO (Out-of-Network)
<p>Individual Coverage Out-of-Pocket Expense (OPX) Limit The OPX limit is the amount of money that any individual will have to pay toward Prescription Drugs in any one calendar year.</p>	\$750	Not Applicable
<p>Family Coverage Out-of-Pocket Expense (OPX) Limit</p>	\$2,250	Not Applicable
<p>Retail Copayments are for up to a 34-day supply at a contracting retail pharmacy. Dispensing limit may apply to certain drugs.</p> <ul style="list-style-type: none"> ▪ Generic ▪ Preferred Brand ▪ Non-Preferred Brand ▪ Specialty 	\$5 copay \$15 copay \$35 copay \$150 copay	75% after In Network Copay
<p>Mail Order Maintenance medications are available for up to a 90-day supply and are subject to the appropriate copayment amount. Dispensing limits may apply to certain drugs.</p>	2 x Retail Copays	

Dental

MetLife



Plan Design for: Leyden High Schools Board of Education District 212

Original Plan Effective Date: July 1, 2017

Network: PDP Plus

The Preferred Dentist Program was designed to help you get the dental care you need and help lower your costs. You get benefits for a wide range of covered services — both in and out of the network. The goal is to deliver affordable protection for a healthier smile and a healthier you.

Coverage Type:	In-Network ¹ % of Negotiated	Out-of-Network ¹ % of R&C
Type A - Preventive	80%	80%
Type B - Basic Restorative	80%	80%
Type C - Major Restorative	80%	80%
Type D - Orthodontia	50%	50%
Deductible		
Individual	\$0	\$0
Family	\$0	\$0
Annual Maximum Benefit:		
Per Individual	\$2000	\$2000
Orthodontia Lifetime Maximum - Ortho applies to Child Only		
	Child to age 19	
	\$800 per Person	\$800 per Person
Dependent Age:	Eligible for benefits until the day that he or she turns 26.	

- "In-Network Benefits" refers to benefits provided under this plan for covered dental services that are provided by a participating dentist. "Out-of-Network Benefits" refers to benefits provided under this plan for covered dental services that are not provided by a participating dentist.
- Negotiated fee refers to the fees that participating dentists have agreed to accept as payment in full, subject to any copayments, deductibles, cost sharing and benefits maximums. Negotiated fees are subject to change.
- Out-of-network benefits are payable for services rendered by a dentist who is not a participating provider. The Reasonable and Customary charge is based on the lowest of:
 - the dentist's actual charge (the 'Actual Charge'),
 - the dentist's usual charge for the same or similar services (the 'Usual Charge') or
 - the usual charge of most dentists in the same geographic area for the same or similar services as determined by MetLife (the 'Customary Charge'). For your plan, the Customary Charge is based on the 90th percentile. Services must be necessary in terms of generally accepted dental standards.

Appendix E –Extracurricular Pay Percentages

Starting during the 2019-2020 school year, the minimum salary for any position listed as 7% or greater shall be \$5,000 or the percentage listed, whichever is greater. Those listed as under 7% shall receive the percentage. However any stipend position shall not be greater than \$120,000 times the percent.

ATHLETICS

All positions under Athletics are District positions unless otherwise noted.

Badminton:

Head Varsity	9%
Assistant Varsity (JV)	7%
Freshman.....	7%

Baseball:

Head Varsity	12%
Assistant Varsity	9%
Sophomore	8%
Freshman.....	8%

Basketball (Boys):

Head Varsity	12%
Assistant Varsity	9%
Sophomore	8.5%
Freshman.....	8.5%

Basketball (Girls):

Head Varsity	12%
Assistant Varsity	9%
Sophomore	8.5%
Freshman.....	8.5%

Bowling (Girls):

Head Varsity	9%
Assistant(s).....	7%

Non-competitive

Cheerleading:

Football Varsity	4%
Basketball Varsity.....	6%
Football Assistant Varsity.....	4%
Basketball Assistant Varsity	4%
Football JV Assistant	4%
Basketball JV Assistant.....	4%

Competitive

Cheerleading:

Fall Varsity	8%
Winter Varsity	9%
Fall Assistant	6%
Winter Assistant	7%

In the event there is a competitive cheerleading team, there will not be a non-competitive team.

Cross Country (Boys):

Head Varsity	9%
Assistant(s)	7%

Cross Country (Girls):

Head Varsity	9%
Assistant(s)	7%

Football:

Head Varsity	12%
Assistant Varsity	9%
Head Sophomore	9%
Assistant Sophomore	8.5%
Head Freshman	9%
Assistant Freshman	8.5%
Equipment Manager	8.5%

Golf:

Head	9%
Frosh/Soph	7%

Gymnastics (Boys):

Head Varsity	11%
Junior Varsity	9%
Freshman	8%

Gymnastics (Girls):

Head Varsity	11%
Junior Varsity Level 1	9%
Junior Varsity Level 2	8%

Pom Pon (Leydenettes):

Varsity	7%
Assistant	5%

Soccer (Boys):

Head Varsity	11%
Assistant Varsity	9%
Junior Varsity	8%

Sophomore	9%
Freshman.....	8%
Soccer (Girls):.....	
Head Varsity	11%
Assistant Varsity	9%
Junior Varsity.....	8%
Sophomore	9%
Freshman.....	8%
Softball:	
Head Varsity	12%
Assistant Varsity	9%
Junior Varsity.....	8%
Freshman.....	8%
Special Olympics (Various Sports):	
Head Coach.....	2%
Assistant Coach (when numbers need/require).....	1%
Swimming (Boys):	
Head Varsity	11%
Sophomore	9%
Diving	8%
Swimming (Girls):	
Head Varsity	11%
Sophomore	9%
Diving	8%
Tennis (Boys):	
Head Varsity	9%
Sophomore	7%
Freshman.....	7%
Tennis (Girls):.....	
Head Varsity	9%
Sophomore	7%
Freshman.....	7%
Track & Field (Boys):.....	
Head (indoor and outdoor).....	13%
Assistant(s) (indoor and outdoor)	10%
Head (outdoor only).....	11%
Assistant(s) (outdoor only)	8%
Track & Field (Girls):	
Head Varsity (indoor and outdoor).....	13%

Assistant(s) (indoor and outdoor).....	10%
Head (outdoor only)	11%
Assistant(s) (outdoor only).....	8%

Volleyball (Boys):

Head Varsity.....	11%
Varsity Assistant.....	9%
Junior Varsity	8%
Freshman	8%

Volleyball (Girls):

Head Varsity.....	11%
Varsity Assistant.....	9%
Sophomore.....	8%
Freshman	8%

Wrestling:

Head Varsity.....	12%
Junior Varsity Level 1	9%
Junior Varsity Level 2	8%
Freshman	9%

Sports Academy Director	1%
L Club - E/L Club - W.....	2%

Summer Camp

Each coach will be paid at the summer recreation rate for each hour worked. All hours and the number of coaches needed will be approved by the Assistant Principal for Athletics and Wellness prior to beginning the summer camps.

Note: The goal will always be to have separate coaches for separate sports. In those instances where it is impossible to obtain a second coach and an individual agrees to coach two of the same sports at the same time, the individual agreeing to take on that load will be paid 1.5 times the percentage authorized for the position. (For example, if one coach is the head coach of both boys and girls cross country, the coach would be paid on the following formula: $9\% \times 1.5 = 13.5\%$).

IHSA EXTRACURRICULAR ACTIVITIES

All positions under IHSA Extracurricular Activities are District positions unless otherwise noted.

Chess Team:

Head	4%
Assistant.....	3%

An additional Assistant Coach may be added once the team reaches more than 35 regularly attending/active Chess Team members. The Principals will make the determination in consultation with the Activity Directors.

Math Team:

Head Coach.....	4%
Assistant Coach.....	3%

An additional Assistant Coach may be added once the team reaches more than 35 regularly attending/active Math Team members. The Principals will make the determination in consultation with the Activity Directors.

Speech Team:

Varsity.....	10.25%
Assistant.....	7.25%

An additional Assistant Coach may be added once the team reaches more than 35 regularly attending/active Speech Team members. The Principals will make the determination in consultation with the Activity Directors.

Scholastic Team:

Head	11%
Head	9%
	Change will begin 2019-2020
Assistant.....	8.5%
Assistant.....	7%
	Change will begin 2019-2020

An additional Assistant Coach may be added once the team reaches more than 35 regularly attending/active Scholastic Team members. The Principals will make the determination in consultation with the Activity Directors.

CO-CURRICULAR POSITIONS

All positions under co-curricular positions are campus-based unless otherwise noted.

ACCESS Advisor \$2,200

ACCESS Coordinator..... \$2,200

And two (2) release periods and released from schoolwide service.

SAT Prep Coordinator (District) \$3,600

SAT Prep Class Teacher.....\$50/hour

Constitution Test Review\$20/hour

Catering Coordinator

Paid chaperone rate for hours before and after school and one (1) release period
(release period would begin the 2019-2020 school year).

Director of Careers & Community Outreach - District

Lowest DC Stipend and five (5) release periods and released from schoolwide service

Guided Study Coordinator.....\$4,400

And released from schoolwide service

Guided Study Area Specialist..... \$4,200

And released from schoolwide service

Homebound Tutoring Summer School Pay

MTSS Coordinator (District)..... Five (5) release periods

and released from schoolwide service.

Newspaper or Yearbook Advisor6% or one (1) release period

Pre-school Preparation* \$35/half day

\$70/full day

**Subject to administrative approval. Industrial Technology, Science, and Family and Consumer Sciences are eligible.*

Special Education Up to 5 optional hours at summer school

rate for IEP/Schedule

Verification/Direction from Director of Special Education Work completed the week before school starts, during normal working hours, with prior approval/direction from the Director of Special Education.

STUDENT CLUBS AND ORGANIZATIONS

All positions under Student Clubs and Organizations are campus-based unless otherwise noted.

Anime Club.....	1%
App Developers	1%
Art Club	1%
Auto Tech.....	1%
BBQ Club.....	1%
Best Buddies	1%
Blue Crew	1%
Bookworms.....	1%
Bowling Club.....	1%
Business Professionals of America (BPA)	2%
Class Sponsor-Freshmen (two per campus).....	4%
Class Sponsor-Sophomore (two per campus).....	4%
Class Sponsor-Junior (two per campus)	5%
Class Sponsor-Senior (two per campus).....	5%
Clay Club	1%
Computer Club.....	1%
Construction Club.....	1%
Creative Writing Club.....	1%
Dog Club.....	1%
Drum Club	1%
Ecology Club	2%
Engineering Club	1%
Foreign Exchange Club.....	1%
FCCLA.....	2%
Fashion Club	1%
Fitness Club	1%
French Club.....	1%
French Honor Society	1%
Future Business Leaders of America (FBLA)	1%
Future Educators of America	1%
Gardening Club.....	1%
Habitat for Humanity	1%
If It Has Wheels	1%
Interact	1%
Investment Club	1%
iRead Book Club.....	1%
Italian Club.....	1%
Italian Honors Society.....	1%
Key Club	1%
League of Legends	1%
Makersquad.....	1%
Manga Club.....	1%
Mindfulness Club.....	1%
Mission Possible	1%

Model United Nations	1%
Movie Club.....	1%
Munch Bunch	1%
National Art Honor Society.....	1%
National Honor Society.....	3%
National Technical/Vocational Honor Society.....	1%
On Common Ground	1%
Outdoor Adventure Club	1%
Peer Mediation	2%
Photo Club.....	1%
Physical Education Leaders.....	1%
Pi Sigma Pi History Honors Society	1%
Polish Club	1%
Presentation Club	1%
Principia.....	1%
Psychology Club.....	1%
PULSE Club	1%
Random Acts of Kindness.....	1%
Recycling Club	1%
Ripple Effect.....	2%
SeaPerch	1%
Service Club (two per campus)	1%
Sign Language Club	1%
Skate Club	1%
Skills-USA (VICA).....	2%
Ski and Snowboarding Club.....	1%
Snowball.....	2%
Social Club	1%
Songwriting Club	1%
Spanish Club.....	1%
Spanish Honor Society	1%
Straight and Gay Alliance (SAGA).....	1%
Students Against Destructive Decisions.....	3%
Student Council	7%
(will organize Student of the Month/Exceptional Eagle event)	8%
	or 1 release period and 1% stipend beginning in 2019-2020
Students Helping Achieve Racial Equality	1%
Students for the Ethical Treatment of Animals	1%
Tech Gurls	1%
Think Tank	1%
Unicef Club	1%
Urban Adventure Club	1%
Video Game Club.....	1%
WSC Leadership Team	1%
Young Adult Social Club	1%
Youth and Government	1%

FINE ARTS & MUSICAL ACTIVITIES

All positions under Fine Arts and Musical Activities are District Positions unless otherwise noted.

Drama:

Director - Major	6%/show
Director - Minor (<i>any IHSA competition or in house performance</i>).....	4%/show
Vocal Director - Major.....	4%/show
Choreographer.....	4%/show
Lighting - Major.....	4%/show
Costumer - Major	4%/show
Production Assistant	3%/show
Technical Director - Major	5%/show
Technical Directors - Minor.....	2%/show

Musical:

Director	8.5%/show
Technical Director	7%/show
Vocal Director.....	8%/show
Conductor/Musical Director	5.5%/show
Choreographer.....	6%/show
Lighting Designer	4%/show
Costumer	4%/show
Production Assistant	3%/show
Accompanist	2.5%/show
Sound Designer/Technician	3%/show

Musical Review:

Director	6%/show
Vocal Director.....	4%/show
Conductor/Musical Director	4%/show
Choreographer.....	4%/show
Lighting Designer	3%/show
Costumer	3%/show
Production Assistant	3%/show

Marching Band, Color Guard, Majorettes:

Director	12%
Assistant.....	8%

Orchesis:

Artistic Director	8%
Varsity.....	6%
Assistant.....	4%
Production Assistant	1.5%/year

Chamber Choir.....	5%
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Chaperone.....	\$65/show
District Jazz Ensemble	4%
First Ending	1%
Game Pep Band	\$75/game
Grace Notes	1%
International Thespian-E/International Thespian-W	1%
Jazz Band-East/Jazz Band-West	5%
Ticket Taker	\$65/show
Leyden Players-E/Theatre Guild-W	1%
Unresolved.....	5%
Vocal Jazz Ensemble.....	4%

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EXTRACURRICULAR SUPPORT POSITIONS

All positions under Extracurricular Positions are campus-based unless otherwise noted.

Announcer#.....	\$65/game
Assistant Athletic Director.....	\$6,000 and one (1) release period
Athletic Activity Coordinator (per season).....	3.5%
Chaperone	\$65/event
Concession	\$65/game
Fern Awards Sponsor-District	1%
Fine Arts Coordinator-District (% change would begin in 2019-2020)	6%
Football:	
Down Box and chains#	\$65/game
Video Tape#.....	\$65/game
Football Clock Operator#	\$65/game
Judges-Speech (mileage reimbursement if using own car).....	\$65 (half day) \$95 (full day)
Leyden Sports Academy Director.....	1%
Mission Possible Coordinator	1%
Orientation	\$65/half day \$130/full day
Official	\$65/game
Literary Magazine Coordinator.....	1%
Scholastic Team-Moderator/Reader	\$65/game
Scholastic Team-Tournament Director.....	\$170/tournament
Scorer	\$65/game
Spotters	\$65/game
Student Activity Director.....	Two (2) release periods
Ticket Manager	\$65/game
Timer.....	\$65/game
Varsity Athletic Scouting (no expenses).....	\$30/assign
Two (2) coach limit-football	
One (1) coach limit-all other sports	
Wall of Fame - District	2% off year/3% on year

#The announcer for football contests only and down box and chains video tape and football clock operator staff at the sophomore/varsity football contest will be paid \$65 for each game or a total of \$130 for Friday or Saturday contests. All other \$65/game references are for the entire event.

All other current clubs or Superintendent approved clubs will be paid at 1%. All percentages are per person per campus unless noted as a district activity.

Teachers or staff working \$65 games and/or events shall be paid as follows:

1-6 hours = \$65

More than 6-8 hours = \$95

Overnight or more than 8 hours = \$130

Sponsors/Coaches who supervise overnight field trips/competitions will be paid the \$130 rate with a cap of three nights.

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